



# ***Defense Travel System***

## *User's Guide* for Travelers and Reviewing/Approving Officials

*Naval Research Laboratory Version 2.0, October 24, 2008*

NRL Travel Services Office, Code 3352.2

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## Chapter 1: DTS User Training Introduction



### USER TRAINING INTRODUCTION **DEFENSE TRAVEL SYSTEM** AT NAVAL RESEARCH LABORATORY



User Training provided by Code 3352.2

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## DTS Implementation at NRL




- DTS is a fully integrated end-to-end travel & financial management system for all DOD TDY and local travel
- Already implemented at most DoD activities; approved for worldwide deployment in December 2003
- DTS Implementation at NRL:
  - 16 April 2007: Codes 5700 and 6300
  - 11 June 2007: Remainder of Code 5000 Directorate
  - 6 August 2007: Remainder of Code 6000 Directorate
  - 29 August 2007: Code 7000 Directorate (except NRL-MRY & NRL-SSC)
  - 10 September 2007: Code 1000 and 8000 Directorates
  - 20 September 2007: NRL-MRY (Code 7500).
  - 2 October 2007: NRL-SSC (Codes 7030, 7180, 7300, 7400).
  - 14 February 2008: Code 3000 Directorate

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# DTS Benefits



**DTS AUTOMATES.....**

- ~ Authorization
- ~ Reservation
- ~ Voucher Processing
- ~ Payment
- ~ Archiving



**.....of DoD Travel Transactions  
& interfaces directly with NRL Financial System  
(IMPS)**

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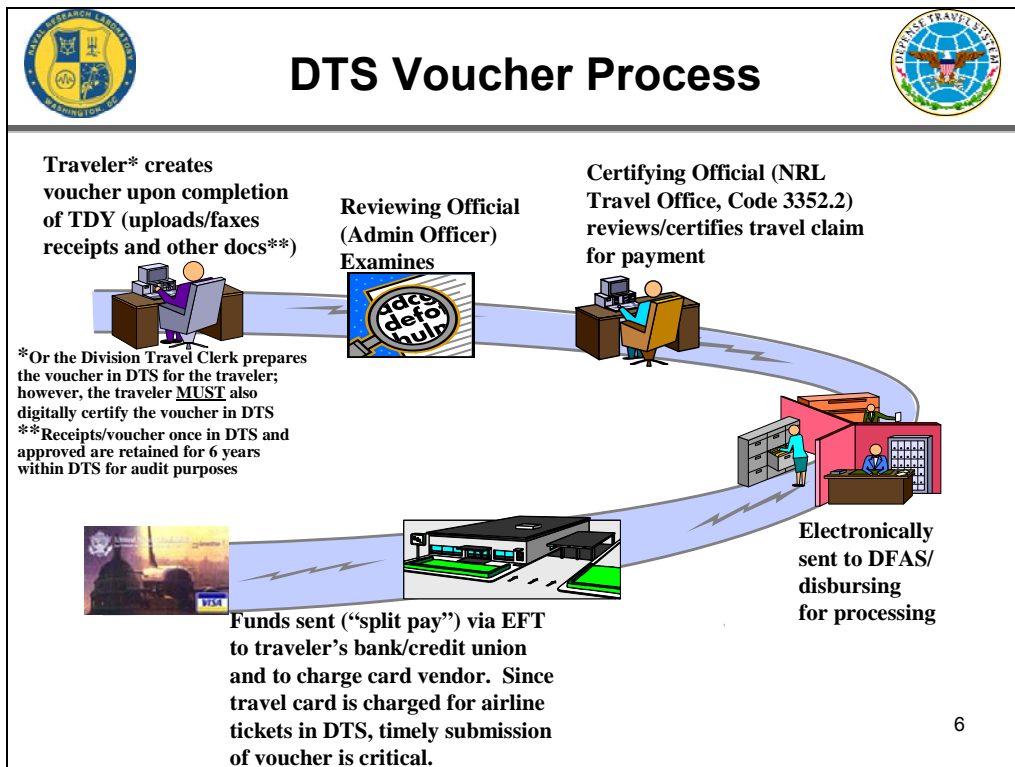
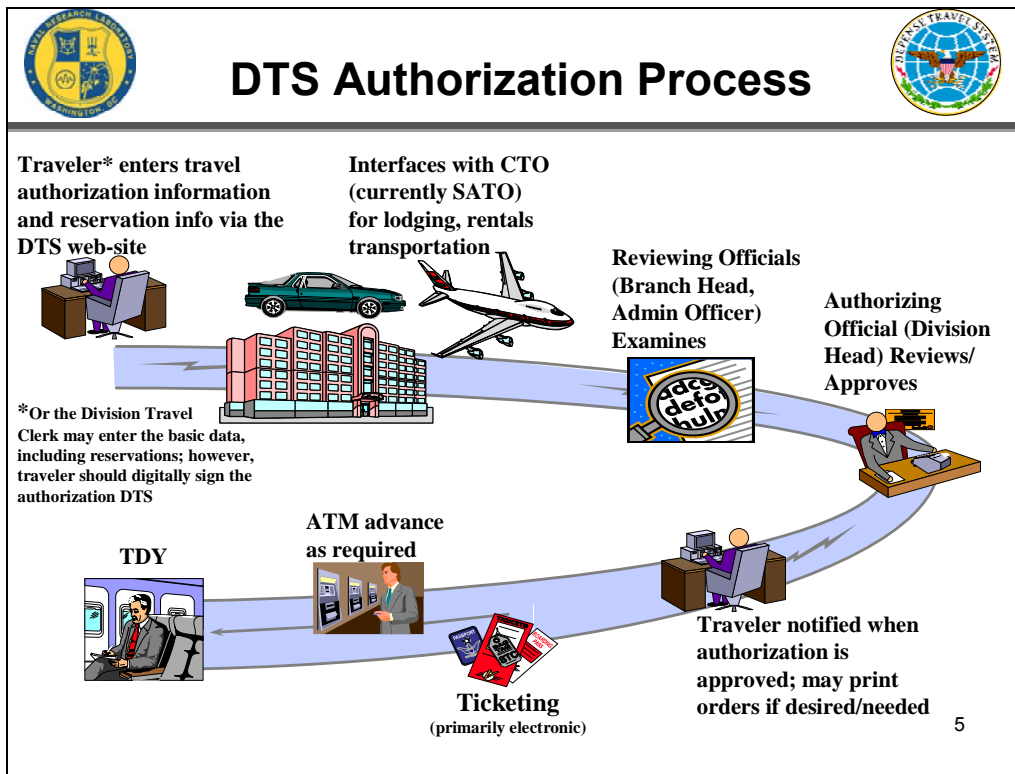


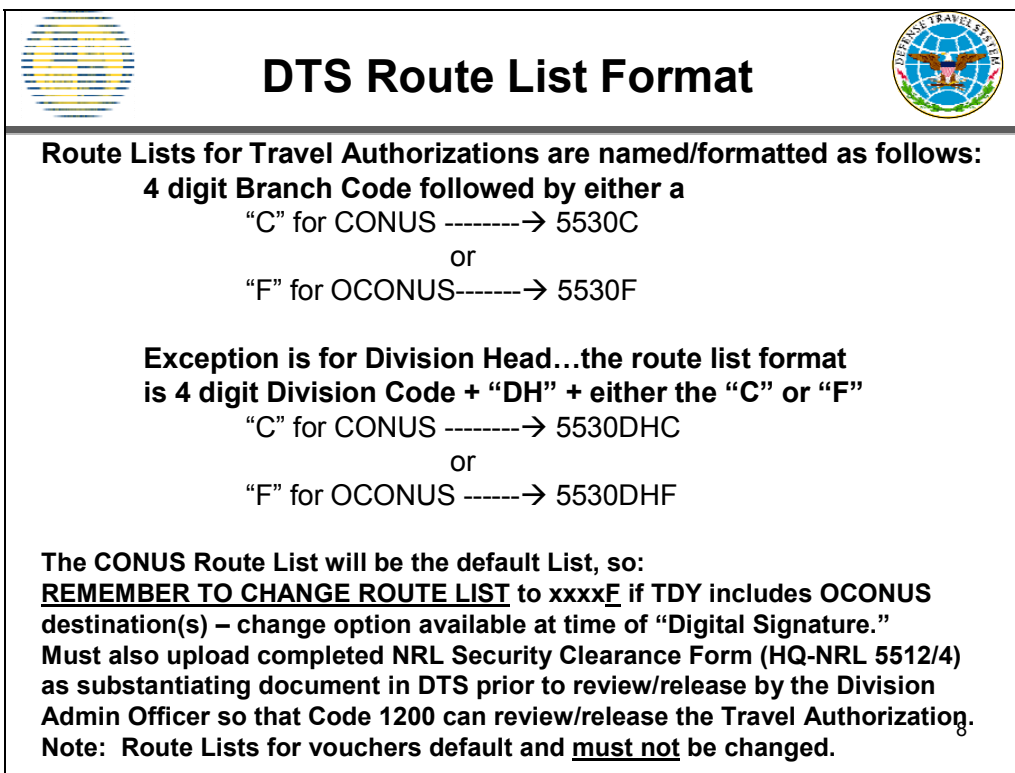
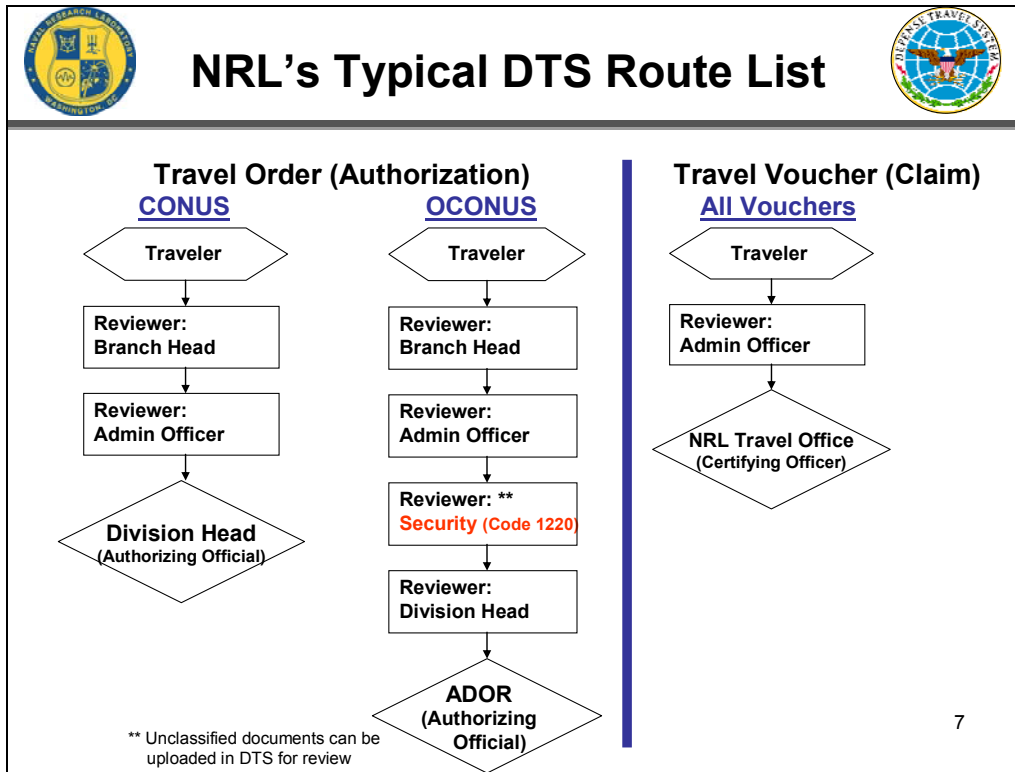
## Government VISA Travel Card (GVTCC)



- Must have/use GVTCC to use DTS at this time
- Eventually NRL will receive a Centrally Billed Account (CBA) to use for non-GVTCC holders, but DON has a freeze on this process
- DoD Mandates that any individual who travels more than two (2) times during a 12-month period is required to obtain/use the GVTCC. Other travelers are encouraged to obtain GVTCC also.
- **Airline Tickets will now be charged to the GVTCC**
- GVTCC credit limits are:  
\$7,500 for standard cardholders, \$4,000 for restricted cardholders  
\*\* May need to obtain credit increase to accommodate the Airline Ticket cost and other travel expenses depending on TDY mission and duration
- Contact the NRL GVTCC Activity Program Coordinator (APC) to obtain a GVTCC and/or to obtain credit limit increase  
NRL APC: Sheryl Davenport, phone 202 767-3582  
Alternate APC: Jemal Pinkiny, phone 202 404-8061  
email: help\_DTS@nrl.navy.mil  
\*\* Contact APC at least 5 days in advance to obtain credit increase  
7-10 business days to obtain a new GVTCC

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## NRL Travel Voucher Process



- **NRL Travel Office (Code 3352.2) will serve as the Certifying Officer for Travel Vouchers**
  - Eases the burden on Division Heads/ADORs initially
  - May have to transfer this function to Authorizing Officials later
- **However, any claimed entitlement not on original Travel Order as approved by the Authorizing Official must be approved/documentated by the Authorizing Official**
  - Any departure date +/- seven (7) calendar days from date specified in Travel Authorization
  - Expenses not previously listed, e.g., rental car, registration fees, supply items, airfare/other transportation booked outside of DTS, long distance calls
  - Actual Expense Allowance (separate memo required if not approved in the Travel Authorization)

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## NRL Travel Voucher Process (Continued)



- **Division Administrative Officer responsible for ensuring that additional documentation/certification is uploaded into DTS as part of the Voucher before submitting to Code 3352.2**
- **Authorizing Official does not certify supplemental documents electronically in DTS; hardcopy documentation is attached electronically by the Admin Officer**
- **Admin Officer will also verify/correct Job Order (any change not made during Voucher Process requires amendment)**
- **Unauthorized claims must be rejected by Code 3352.2**

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## DTS Authorizing/Reviewing Officials



- **Authorizing Officials and Reviewing Officials are Accountable Officials to support disbursement of funds**
  - must sign DD Form 577, Appointment Record/Authorized Signature
  - subject to “pecuniary liability”: personal financial liability for fiscal irregularities (31 U.S.C. 3528)
  - ensure authorizations/claims are legal, proper, and correct
  - focus on DTS “flags” and “alerts” to ensure justification for exceptions to normal rules are adequate and documented
- **Alternate Authorizing and Reviewing Officials are required to ensure Travel Orders are not held-up**
  - Code 3352.2 serves as NRL DTS Administrator (DTA) to maintain and update route lists per Division notification
- **Email notification provided to next Official (and alternates) that a travel document is awaiting review/approval**

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## Travel Authorizing Official (AO)



- Has broad authority to complete mission
- Directs/authorizes travel (**Authorization**)
- Determines funds availability/obligates travel funds
- Approves trip arrangements/travel expenses
- Documents exceptions to normal travel policy
- Applies the “APPROVED” stamp in DTS
- Division Heads are the Authorizing Officials for CONUS travel authorizations.
- ADORs/Code 8000 are the Authorizing Officials for OCONUS travel authorizations.

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## Travel Reviewing Official (RO)



- **Branch Heads and Administrative Officers are Travel Reviewing Officials for CONUS and OCONUS Travel Authorizations.**
- **Division Heads are also Travel Reviewing Officials for OCONUS Travel Authorizations.**
- **Reviewing Officials apply the “Reviewed” stamp in DTS.**
  - Do not apply the “Approved” Stamp or will have to reroute the travel order.
- **Administrative Officers: also verify that the line of accounting (correct and proper job order format) is entered correctly.**

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## Admin Officer Review of Vouchers



**Administrative Officer, as the sole Reviewing Official at the Division level during the voucher process:**

- **Confirms that the travel occurred**
- **Verifies that all exceptions/flags/alerts have been documented**
- **Ensures all substantiating documents (including receipts) are electronically attached (scanned or faxed) to the travel document**
  - **Documentation must be legible**
  - **Additional substantiating documentation supporting entitlements not approved in the original authorization must be signed by the Authorizing Official and electronically attached here by the Admin Officer**
- **Stamps the Voucher as Reviewed/Approved**
- **Code 3352.2 will complete final Approval of Voucher and release for payment until further notice**

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## DTS Reference Points



- **To use DTS:**

<http://www.defensetravel.osd.mil>

- **DOD/DTS also established website with references, training tools, and other information:**

<http://www.dtstravelcenter.dod.mil>

(there is a link to this site from main DTS webpage)

- **NRL Travel Office provides Help Desk support to NRL travelers, approving/reviewing officials, and other DTS users. Email address available:**

[help\\_dts@nrl.navy.mil](mailto:help_dts@nrl.navy.mil)

Telephone: 202 767-3444

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## Chapter 2: Create an Authorization - Traveler Instructions

This chapter guides the user through creating a typical authorization (AUTH). For modes of transportation other than air or rental car, contact the NRL Travel Office if additional assistance is required.

### Log On to DTS

- Insert the CAC into the reader
- Access the DTS Home page: <http://www.defensetravel.osd.mil>.
- Click **LOGIN TO DTS**.
- Read the Security Alert screen. Select **OK**.
- Click **Accept** to the *DoD Privacy & Ethics Policy*.
- The Digital Signature window opens. The Key File displays. Enter your PIN or password.
- Click **OK**.

### Create an Authorization



- On the DTS User Welcome screen, mouse over **Official Travel/Official Travel Others (for travel clerks)** on the navigation bar.
- Select **Authorization/Orders** from the drop- down menu.
- Click **Create New Authorization/Order**.

**Note:** The system may prompt the user to review or update the traveler's profile. Make necessary changes and click **Update Personal Information**.

1

### Travel Itinerary

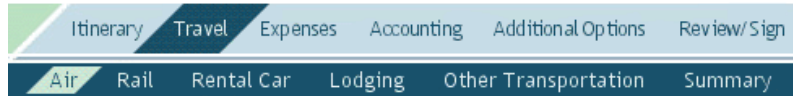


- Enter the **Starting Point** by clicking a location in the **Starting Locations in Profile** box or by typing a location in the field.
- In the **Departing On** field type the date or click the calendar icon to populate the departure date.
- Select the **Trip Type** by using the drop down menu – at this time “**AA Routine TDY/TAD**” is the only Trip Type linked to a voucher. Select the **Trip Purpose** by using the drop-down menus
- Complete the **Trip Description** field with details of the trip.
- Select the **mode of transportation** for travel to the location and the departure **time**.
- For **Conus**. Click **Location** in the Location Tools box on the right to search for and enter a location.
- For **OConus**. Click **State/Country Location** in the Location Tools box on the right to search for and enter country.
- In the Search Location window, enter city, state, county, country, or location name.
- Click **Search Location**.
- Click the **radio button** next to the preferred location. In the box Specific Place (Optional) add place where TDY is being performed then click **Select and Close**.
- If the location is not in this list, search again by clicking one of the other **Search by:** buttons located at the bottom of the screen. Click **Save Location and Return**.
- The **Arriving On:** field automatically populates, if you need to change; type the date or click the calendar icon and select the **arrival date** for the location.

- m. In the **Departing On:** field type the date or click the calendar icon and select the **departure date** for the location.
- n. Check the **check box** if you need to reserve a rental car or lodging at the location.
- o. Click **Yes** or **No** for *Will you be traveling to another TDY Location?* If Yes, repeat Steps a through m.
- p. Enter the **Ending Point** by clicking the location from the **Return Locations in Profile** box.
- q. Select the **mode of transportation** for travel to the return location and the departure **time**.
- r. Check the **check box** in Section E if you will use other ticketed transportation (such as a bus).
- s. Click **Save and Proceed**.

## 2

### Book Air Travel

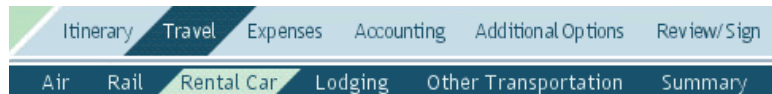


- a. Select one of the **flights** listed on the screen.  
-OR-Click one of the **fare tabs** to select a flight with a different type of fare. Below are the different airfare tabs you will see: ***Be advised, Government travelers are required to choose a GSA City Pair contracted flight, all other choices will require substantial justification. GSA City Pair contracted flights can be found on tabs 1 and 2.***
- b.
  - 1. GSA Contract w/Limited Availability- These are further discounted GSA City Pair fares for federal government employees on official business. Fare is fully refundable and changeable. No justification is required.
  - 2. GSA Contract Fare- Discounted GSA City Pair fares for federal government employees on official business. The fare is fully refundable and changeable. No justification is required.
  - 3. Other Gov't Fare- Competitive fares offered by airlines. Any fare chosen requires justification from the traveler and approval by their Approving Official. May have restrictions and be non-refundable.
  - 4. Other Airfare- Fares offered to the general public; may be refundable but can have advance purchase requirements. Selecting these fares requires justification from the traveler and approval by their Approving Official.
  - 5. Alt GSA- Additional airports offering government contracted fares to increase your options. No Justification is required. *Note: Travelers are not required to choose an alternate airport.*
- c. Select your return flight by repeating Step a.

**Note:** If unable to find flight, click **Request Assistance in Booking Airfare**.

## 3

### Book Rental Car

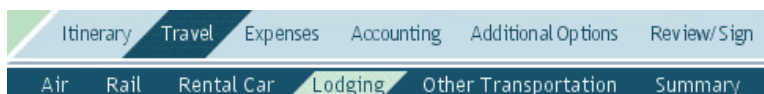


- a. Select one of the **rental cars** listed on the screen.  
-OR-Change the criteria for the rental car by entering changes on the left side of the screen under Modify Search. Select a **rental car**.

**Note:** Selecting a rental car that is not the lowest price available will require a justification to your AO.

## 4

### Book Lodging



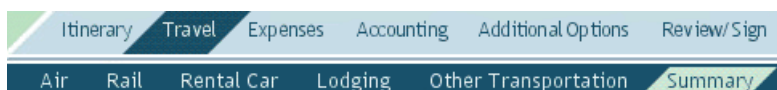
Military members on TDY at a military installation must contact the BOQ facility to reserve lodging. BOQ/Lodges not available in DTS.

- a. Select one of the **hotels** listed on the screen.
  - OR-Click one of the **tabs** to select a hotel from a list of other published rates.
  - OR-Click **Find More Hotels** at the bottom of the screen. Select a **hotel**.
  - OR-Change the criteria for the lodging by entering changes on the left side of the screen under Modify Search. Select a **hotel**.
- b. Select a **room** type on the Lodging screen.

**Note:** If no hotels display, click **Request Assistance in Booking Hotel Room**.

## 5

### Summary



- a. Check the information on the Payment Information tab and update if necessary.
- b. Click **Save and Continue**.
- c. Check the information on the Final Trip Itinerary.

## 6

### Expenses



- a. Click **Expenses** in tool bar then click OK.
- b. A warning/reminder box will display stating "You have 24 hours to sign your document," click "OK" to proceed. **Note: If document is not signed by traveler in this timeframe reservations will be lost.**
- c. Select a **non-mileage** expense from the drop-down menu. If the expense is not listed, type it in the **or** field.
- d. Type the estimated **Cost** of the expense and select the **Date** the expense will be incurred.
- e. Select the **Method of Reimbursement** for the expense from the drop-down menu.
- f. Enter the expenses on this screen.
- g. Click **Save Expenses**.
- h. Select **Mileage** from the subnavigation bar. Enter expected mileage expenses for private vehicle use.
- i. Click **Save Expense**.
- j. Click the **Per Diem Entitlements** link to change the amounts for a date or date range. Also, the "GSA State Tax Exemption Listing" provides a link to obtain tax exempt forms.
- k. Click the **Substantiating Records** link to add supporting document (such as the approved Contributed Travel form, Security Clearance form, or conference registration/agenda material) by faxing or scanning and then uploading.

## 7

### Lines of Accounting (LOAs)



- a. Select **Accounting** in the navigation bar or select **Continue** on the bottom of the expenses page.

\*Refer to [Chapter 6: Entering Job Order Numbers in the Defense Travel System](#) for information on recording accounting information.

- b. Click **Additional Options** on the navigation bar.

## 8

### Additional Options



- a. *Profile*. Click this link to change the traveler's personal information
- b. After entering any Additional Options, click update personal information only if you changed/added then click **Continue** at bottom of the screen.
- c. *Partial Payments*. Partial payments can be scheduled if TDY exceeds 45 days.
- d. *Advances*. This section refers to non-ATM travel advances, which refers to depositing funds via EFT into a traveler's checking/savings account rather than withdrawing a cash advance using the GOVCC. Typically, the only qualification for a non-ATM advance in DTS is when it is necessary to provide an advance deposit to a hotel in order to hold a lodging reservation more than 20 days prior to TDY/TAD (if less than 20 days prior to TDY/TAD the traveler would use the GOVCC). If a non-ATM travel advance is required, contact the NRL Travel Office at 202 767-3444 or via email at [help\\_dts@nrl.navy.mil](mailto:help_dts@nrl.navy.mil) five (5) working days prior to when the advance is needed so that the necessary DTS changes can be made/processed.

## 9

### Review / Sign



- a. In **Preview**, review the itinerary and make any edits. **NOTE: Do NOT use special characters (e.g. \$ \* %) in any text box.**
- b. Approval for contributed travel and authorized use of military facilities (e.g. commissary and exchange) must be displayed on the travel order/authorization if applicable. These statements should be added in the "Comments for Travel Order" text box. *The "Comments for Travel Order" text box is located in the Itinerary Module on the Trip Overview screen.*
- c. (Optional) – Select **Other Auths.** in the navigation bar. Click **Add Additional Authorizations for this trip** link to select from a list of other authorizations such as variations authorized and ATM advance fees.
- d. Select **Pre-Audit**.
- e. Enter any justifications in each text box. *Justification is mandatory.*
- f. **Do not use any special characters in any text box such as \$,\* etc.**
- g. Click on **Save and Proceed to Digital Signature**.
- h. Select the **SIGNED** stamp on the Digital Signature screen.
- i. For OCONUS travel, click the **Routing List** drop-down arrow and choose the Route List ending with **F**.  
*Important: Code 1200 Security Office requires that the Security Clearance form (HQ-NRL 5512/4) be*

uploaded into DTS as a substantiating record prior to routing the Travel Authorization. The uploaded Security Clearance form shall already be approved with all four required signatures (i.e., traveler, Branch Head, Division Head, and ADOR/Code 8000). Accordingly, it is recommended that the Security Clearance process be initiated early in order to obtain timely approval of OCONUS travel orders (Code 1200 will begin the security clearance process eight weeks prior to TDY with the receipt of an advance hardcopy Security Clearance form signed by at least the traveler and Branch Head). In addition a copy of your Trafficking in Persons and Anti-Terrorism training certificates must be upload as substantiating records **or** in lieu of uploading, the following statement must be made in the "Comments for Travel Order" text box: "Trafficking in Persons training completed on MMDDYYYY, Anti-Terrorism training completed on MMDDYYYY. The NRL Security Office will electronically return any Travel Authorizations routed that do not meet the above guidance. **Reminder: It should not be assumed that the security clearance is approved when Code 1200 applies the "REVIEWED" stamp as the foreign country could deny the request; Code 1200 will notify the traveler should their request be denied. Note: Security Clearance form (HQ-NRL 5512/4) is not required for travel to Alaska or Puerto Rico, however must still utilize "F" (OCONUS) route lists, and certify completion of mandatory training listed above.**

- j. Click **Submit Completed Document**.
- k. The Digital Signature window opens.
- l. Enter your PIN or password. Click **OK**.

**You must sign the authorization within 24 hours of booking or else all reservations will be cancelled.**

An *adjustment* is a change to a document *before* it is APPROVED. An *amendment* is a change to document *after* it is APPROVED.

## Adjust and Amend Authorizations

### Create an Adjustment

- a. Select **Authorizations/Orders** from the Official Travel drop-down menu.
- b. Click **View/Edit** next to the document to adjust.
- c. Clear the **View-Only** check box. The Digital Signature window opens.
- d. Enter your PIN or password.
- e. View the Preview Trip screen and click **edit** next to the items that need adjusting.  
*Skip to Step h if you are not adjusting a reservation.*
- f. Click **Travel** in the navigation bar. If you changed a date in Step e, the screen message asks you to identify whether you want to cancel all the reservations at once, or cancel and update them separately. Click your preference.
- g. Click **edit** next to the items on the Trip Summary screen that need adjusting. Use the modify search pane to find a new reservation.
- h. Click **Review/Sign**, and then click **Pre-Audit** to add justifications for any changes made. **Do not use any special characters in any text box such as \$,\* etc.**
- i. Click **Save and Proceed to Digital Signature**.
- j. Select the **SIGNED** stamp on the Digital Signature screen.
- k. Click **Submit Completed Document**.
- l. Enter your PIN or password and click **OK**.

## Create an Amendment

Existing Authorizations/Orders							
Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
EBELPASOTX062203_A01	06/22/03	REJECT	ONTD4P	<a href="#">view</a>	<a href="#">print</a>		<a href="#">amend</a>

- Select **Authorizations/Orders** from the **Official Travel** drop-down menu.
- Click **Amend** next to the desired document.
- Click **OK**.
- Complete the **Comment** box with justification for changes. **Do not use any special characters in any text box such as \$,\* etc.**
- The Digital Signature window opens.
- Enter your PIN or password.
- Click **OK**.
- For the final steps in an amendment, see the section above (Create an Adjustment). Follow Step e through Step j.

## Cancel an Authorization

E-mail your request to the NRL DTS help desk providing the traveler's name, date and location of the TDY for the authorization you want cancelled. You will be notified through return e-mail when the authorization has been properly cancelled. Travelers need to be aware of their hotel cancellation policy, and make every effort to cancel their DTS authorizations in compliance with that policy to avoid being charged a no-show or late fee from the hotel. If a cancellation request is within 48 hours CONUS or 72 hours OCONUS of the travel date, it is recommended that the traveler contact the hotel to ensure the reservation has been cancelled. Ask about any fees and be sure to get the confirmation number assigned to the cancellation.



## Chapter 3: Create a Voucher From an Authorization - Instructions for Travelers

A voucher is a request for reimbursement of expenses incurred during travel. After travel, a traveler creates a voucher from an authorization (auth) to update the estimated costs with actual costs incurred on the trip.

### Log On to DTS

- Insert the CAC into the reader.
- Access the DTS Home page: <http://www.defensetravel.osd.mil>.
- Click **LOGIN TO DTS**.
- Read the Security Alert screen. Select **Yes**.
- Click **Accept** to the *DoD Privacy & Ethics Policy*.
- The Digital Signature Login window opens. The Key File displays.
- Enter your PIN (or password).
- Click **OK**.

### Create a Voucher



- Mouse over **Official Travel/Official Travel Others (for travel clerks)** on the menu bar on the DTS Users Welcome screen.
- Click **Vouchers** on the drop-down list.
- Created Vouchers display in the Existing Vouchers section.
- Click **Create New Voucher from Authorization/order**. (This link will not display if there are no authorizations approved.)
- Click **Create** next to the auth from which you want to create a voucher.

1

### Itinerary



- Click **Itinerary** on the navigation bar.
  - Change the **Start Date** or **End Date** field.
  - Click **Proceed to Per Diem Locations**.
  - Click **OK** to the Entitlements Update prompt.
  - Click **OK** to the warning. Each date field now contains a question mark.
  - Click **Edit** under Location in the Trip Summary box.
  - Click **OK** to the warning.
  - Enter the correct dates in the Per Diem Location box (left side of the screen).
  - Click **Save Changes**.
  - Click **OK** to the Entitlements Update prompt.
  - Click **Remove** next to the air segment that is noted as *"Items not Associated to TDY stop."*
  - Click **Travel** on the navigation bar.
  - Click **Other Trans.** to change the ticket data.
  - Click **Remove** next to Lodging and Car Rental.
- Sections 2 and 3 explain how to change these items.

## 2

## Travel



If air travel was used in this auth, and the original information changed, use the Air tab.

- Click **Travel** on the navigation bar to change any reservations from those approved on the auth.
- Click **Edit** in the Air Trip Summary column for the flight requiring changes.
- Click **Change Ticket Data** to update air travel. Under Edit Ticket Information, change the fields as necessary.
- Click **Save**.

## 3

## Lodging



**Note:** Hotel sales tax or room tax, if any, should be added under the Expenses tab for CONUS trips. However, changes to lodging costs (or M&IE) should be made on the Per Diem Entitlements screen, including proportional meal rates.

- Click **Travel** on the navigation bar.
  - Select **Lodging** on the sub-navigation bar.
  - Click **Edit** in the Trip Summary column for the lodging that requires changes. The Lodging box displays the lodging information from the auth.
  - Change **dates** as necessary in the Lodging box.
  - Click **Enter Actual Lodging Cost** if lodging costs require updating. The Per Diem Entitlements screen opens.
  - Click **Edit** for the date on which changes are necessary.
- OR-
- Click **Remove** to delete the lodging entry.

## 4

## Rental Car



If a rental car was included as part of the auth, and the original information changed, use the Rental Car tab. If a rental car was booked offline or was not included in the auth, use the Expenses tab to enter the costs as a Commercial Auto non-mileage expense.

- Click **Travel** on the navigation bar.
  - Click **Rental Car** on the sub-navigation bar.
  - Click **Edit** next to the rental car that requires changes.
- OR-
- Click **Remove** to delete the rental car entry.
- Change the **dates, times, cost and method of reimbursement** in the Car Rental box, as necessary.

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## Expenses



After travel, you can add, update, or delete your expenses in the Expenses section to reflect actual costs.

- Click **Expenses** on the navigation bar.
- Click **Non-Mileage** on the sub-navigation bar to enter expenses such as hotel taxes, parking fees, gasoline, and other non-mileage expenses. You can also chose to edit/remove expenses populated from your authorization by clicking on the edit or remove link next to each expense. You may also add expenses from the link create an expense item from a government charge card transaction. If you do make a change remember to "SAVE EXPENSE" before moving on.
- Click **Mileage** on the sub-navigation bar to claim expenses for mileage.
- Click **Per Diem Entitlements** to modify the traveler's entitlements.
- Click **Substantiating Records** to add receipts and any supporting documents by one of two methods described below. Remember, receipts are required for any items costing \$75 or more, for all lodging costs regardless of price, and for all airline tickets. Also, any non-travel type expense (such as emergency supplies) require receipts regardless of price. Also, for OCONUS travel you must show the currency exchange rate used to calculate your expenses either on the receipts or a separate piece of paper (e.g. 45 Euro = 1 US \$)

### Fax Method

- Click **Print Fax Cover Sheet**, choose the **printer** and click **Print**. The bar code on the fax sheet is unique to each document name and must be printed and attached for each submission.
- Use the fax cover sheet as the first page and fax it and all supporting documents and receipts to the telephone number on the fax cover sheet.

### Scan and Upload Method

- Click **Browse** next to the **Upload Scanned Receipts** field. Locate and select the scanned file.
- Click **Open**.
- Click **Upload**. Once the file is uploaded a Notes field displays.
- Enter descriptive information about the file.
- Click **Save Notes**. The screen will refresh.

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## Lines of Accounting



- Select the correct LOA from the **Accounting Label** drop-down menu.
- If an LOA needs to be deleted and there have been no payments to the LOA, click **remove** next to the LOA.
- If needed and if no payments have been made on the LOA, click **Allocate Expenses**.
- Select the **Accounting Code** needed for each allocation.
- Click **Save Allocations**. The Expense Summary box will display a breakdown of the expenses pertaining to each LOA.

## 7

### Additional Options

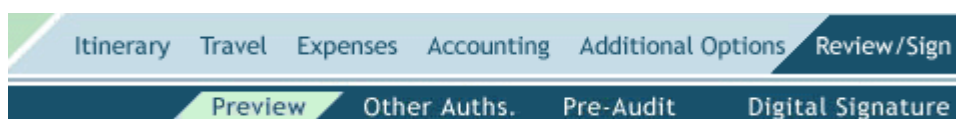


The Additional Options tab enables you to view and change other types of information in DTS.

- Click **Profile** to update the traveler's personal profile.
- Click **Payment Totals** to view the voucher totals and adjust amount to your govcc.
- Click **Partial Payments** to view a schedule of partial payments, if the auth included SPPs. You may not request an advance after travel is complete.

## 8

### Review / Sign



The Review / Sign tab initiates the final steps.

- Click **Review/Sign**. The Preview screen opens. Review the information.
- Click **edit** or **remove** to update information. If necessary, add comments to the AO. **Do not use any special characters in any text box such as \$,\* etc.**
- (Optional) – Click **Other Auths** on the sub navigation bar. If special documentation is required on the voucher, click **Add Additional Authorizations for this trip**. Place a check in the box next to the appropriate authorization.
- Click **Add** at the bottom of the page.
- Click **Save and Proceed to Pre-Audit** at the bottom of the page.
- Enter justifications to the AO in each **Comment** box of the flagged items. *Justifications are mandatory.* **Do not use any special characters in any text box such as \$,\* etc.**
- Click **Save and Proceed To Digital Signature**.
- Submit this document as defaults to SIGNED**, do not change.
- (Optional) Enter comments in the **Remarks** box.
- Click **Submit Completed Document**.
- Enter your PIN or password in the Digital Signature Login window.
- Click **OK**.

A traveler can edit a document that has been stamped SIGNED. An adjustment is a change to a voucher *before* the AO applies the APPROVED stamp. An amendment is a change to a voucher *after* the AO applies the APPROVED stamp.

## Adjust and Amend Vouchers

### Create an Adjustment

- Mouse over **Official Travel** on the menu bar on the DTS User Welcome screen.
- Select **Vouchers**.
- Click **view/edit** next to the desired document.
- Clear the **Open Document VIEW-ONLY** check box.

Open Document VIEW-ONLY: ☐

- e. Enter your PIN or password.
- f. Click **OK**. The Preview screen opens.
- g. Click **edit** next to the items that need adjusting.
- h. Click **Review/Sign**.
- i. Click **Pre-Audit** to justify any changes. **Do not use any special characters in any text box such as \$,\* etc.**
- j. Click **Save and Proceed to Digital Signature** and stamp the voucher **SIGNED**.

## Create an Amendment

Sort by Document Name	Sorted by Departure Date	Sort by Status	Sort by TA Number	View/Edit	Print	Remove	Amend
EFNAPLESITA091904_V01	09/19/04	PAYMENT SUBMITTED	ONLWDM	> view	> print		> amend
EFVANDENBERGA091204_V01	09/12/04	PAYMENT SUBMITTED	ONLWD4	> view	> print		> amend

- a. Mouse over **Official Travel** on the menu bar on the DTS User Welcome screen.
- b. Select **Vouchers**.
- c. Click amend next to the desired document.
- d. Enter justification in the **Comment** box. **Do not use any special characters in any text box such as \$,\* etc.**
- e. Enter your PIN or password in the Digital Signature Login window.
- f. On the Preview screen, click **edit** next to the items that you will amend. Make changes and save.
- g. Click **Digital Signature** under the **Review/Sign** tab and stamp the document **SIGNED**.
- h. Enter your PIN or password on digital signature screen.

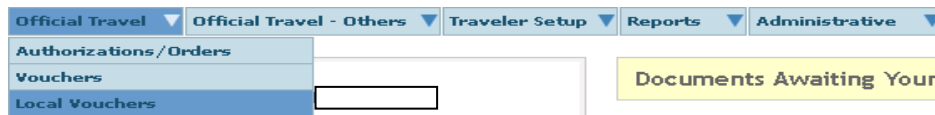
## Chapter 4: Create a Local Voucher - Instructions for Travelers

A local voucher is a request for reimbursement of expenses incurred during local travel, travel in and around a permanent duty station (PDS), or miscellaneous expenses.

### Log On to DTS

- Insert the CAC into the reader.
- Access the DTS Home page: <http://www.defensetravel.osd.mil>.
- Click **LOGIN TO DTS**.
- Read the Security Alert screen.
- Click **Accept** to the *DoD Privacy & Ethics Policy*.
- The digital signature window opens. The Key File displays.
- Enter your PIN (or password).
- Click **OK**.

### Create a Local Voucher



- Mouse over **Official Travel** on the menu bar on the DTS User Welcome screen.
- Click **Local Vouchers** on the drop-down list.
- Created Local Vouchers display in the Existing Vouchers section.
- Click **Create New Local Voucher**.
- The **Profile Validation** screen will appear, click **OK**. Once you have verified your information is correct, click **Update Personal Information**, then click **OK**.
- Complete the **Local Voucher Date** field. This defaults to the date you create the local voucher; however you should change it to the last date an expense was incurred.
- Click **OK**. The DTS Expenses feature displays.

1

### Expenses



#### Non-Mileage Expenses: Add Individually

- Click the **Select Expense Type** drop-down list. Select an **expense**. If the expense is not listed, type it in the **- OR- field**.
- Complete the **Event Purpose** field with the reason for the expense.
- Complete the **Cost** field with the expense amount.
- Complete the **Date** field with the date that the expense was incurred.
- Click the **Method of Reimbursement** drop-down list. Select the **method**.
- Enter up to two expenses. Click **Save Expenses**.
- Enter and save additional expenses one at a time.

## Non-Mileage Expenses: Add From the Government Credit Card (GOVCC)

Select "Save Expenses" to save the expenses to the travel document.

→ [create an expense item from a government charge card transaction](#)

### Non-Mileage Expense #1

- Click the → [create an expense item from a government charge card transaction](#) link.
- The transactions display. Click **Add** next to the charge that you want to add to the local voucher.  
**Note:** Charge card transactions that do not display an Add link cannot be expensed. If the check box to the left of a transaction is marked, the transaction has been used for vouchering.
- Click the **Expense Type** drop-down list. Select an **expense**. If the expense is not listed, type it in the **-OR-** field.
- Click **OK**.
- Click **Save Expenses**.

2

## Mileage Expenses



The two types of mileage are as follows:

*In-and Around Mileage.* This is mileage that begins and ends at the TAD/TDY location.

*Private Auto (or Motorcycle) Mileage.* This is mileage that begins and ends at the traveler's duty station or residence.

### In-and-Around Mileage-Private Auto or In-and-Around Mileage-Private Motorcycle

**Mileage Expense #1**

* Expense Type:	<input type="text" value="In-and-Around Mileage - Private Auto"/>	* Date:	<input type="text" value="08/01/2005"/>	
* Event Purpose:	<input type="text" value="DTS Training Conference"/>		(mm/dd/yyyy)	
* Location:	<input type="text" value="Washington, DC"/>	* Method of Reimbursement:	PERSONAL	
		* Miles	<input type="text" value="12"/>	x Rate .405 = Cost \$ 4.86

- Click the **Expense Type** drop-down list. Entries for each mileage type are shown above and below.
- Select the mileage type.
- The **Event Purpose** field automatically populates.
- Complete the **Location** field.
- Complete the **Date** field of the expense.
- Complete the **Miles** field with the number of miles driven. Click somewhere in the box to calculate mileage total.

**Mileage Expense #2**

\* Expense Type: Private Auto Mileage - Owner/Operator

\* Event Purpose: DTS Training Conference

\* From: RES: FAIRFAX, VA

**Profile Locations:**

DUTY STATION  
RESIDENCE

\* ☒ Normal one-way mileage from Residence to PDS:  
7

☐ Daily one-way commuting cost from Residence to PDS:  
(if do not normally drive to PDS)

\* To: Washington, DC

**Profile Locations:**

DUTY STATION  
RESIDENCE

\* Date: 08/01/2005  
(mm/dd/yyyy)

\* Method of Reimbursement: PERSONAL

\* Miles: (25 - 7) x Rate .405 = Cost \$ 7.29

Check box to create a separate expense for round trip: ☒

**Note:** You may claim expenses for multiple dates on one local voucher as long each expense precedes the local voucher date.

### Private Auto Mileage-Owner/Operator or Private Motorcycle Mileage-Owner/Operator

- The **Event Purpose** field automatically populates.
- Select **Duty Station** or **Residence** in the two **Profile Locations** boxes to complete the **From** and **To** fields. The screen refreshes, the new fields depend upon the entries in the From and To fields.
- If you selected **Duty Station**, enter the mileage from the PDS to the location.  
-OR-  
If you selected **Residence**, use the following steps:
  - Enter the mileage from the PDS to the location.
  - Click the **Normal one-way mileage** radio button.
  - Complete the **Normal one-way mileage from Residence to PDS** field.
- OR-  
Click the **Daily one-way commuting cost from Residence to PDS** radio button. Enter the amount in the box.
- To claim a round trip mileage expense, check the box next to **Check box to create a separate expense for round trip**.
- Click **Save Expenses** when all expenses are added.

## 3

### Substantiating Records



Use the Substantiating Records link to add supporting documents to a local voucher by one of two methods:

#### Fax Method

- Click **Print Fax Cover Sheet**, choose the **printer** and click **Print**. The bar code on the fax sheet is unique to each document name and must be printed and attached for each submission.
- Use the fax cover sheet as the first page and fax it and all supporting documents and receipts to the telephone number on the fax cover sheet.



## Scan and Upload Method

- Click **Browse** next to the **Upload Scanned Receipts** field. Locate and select the scanned file.
- Click **Open**.
- Click **Upload**. Once the file is uploaded a Notes field displays.
- Enter descriptive information about the file.
- Click **Save Notes**. The screen will refresh.

4

## Lines of Accounting



- Select **Accounting** on the navigation bar. -OR- **Continue** at the bottom of the Expenses screen.
- Click the **Shared LOA** drop-down list and select the **08 Local (DN1400173)** accounting label for the trip.

**\*\*Refer to Chapter 6: Entering Job Order Numbers in the Defense Travel System for information on recording accounting information.**

- Click **Additional Options** on the navigation bar.

5

## Additional Options



- Select **Additional Options** on the navigation bar.
- Click **Comments** to complete the **Comments for Local Voucher** field with comments to your AO. **Do not use any special characters in any text box such as \$,\* etc.**
- If comments added, click **Save Comments and Proceed to Payment Totals**. Otherwise proceed with d.
- Click **Payment Totals** to view or edit how you will be reimbursed; to your personal account or to the GOVCC.
- Click **Profile** to change information in your personal profile.

6

## Review / Sign



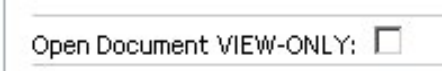
- Click **Review/Sign** on the navigation bar.
- Review the information on the Preview screen. Use the **edit** links to update information.
- Click **Pre-Audit** or click **Continue** at the bottom of the screen.
- Complete the **Justification to AO** box for each of the flagged items. Justifications are mandatory. **Do not use any special characters in any text box such as \$,\* etc.**
- Click **Save and Proceed To Digital Signature**.
- The Digital Signature screen opens. The Submit this document as drop-down list defaults to the **SIGNED** stamp.
- (Optional) Complete the **Additional Remarks** box with any comments.
- Click **Submit Completed Document**.
- Enter your PIN or password.
- Click **OK**.

A traveler can edit a document that has been stamped SIGNED. An adjustment is a change to a local voucher *before* the AO applies the APPROVED stamp. An amendment is a change to a local voucher *after* the AO applies the APPROVED stamp.

## Adjust and Amend Local Vouchers

An amendment to a local voucher is normally for correcting a rejected local voucher. If expenses need to be added to a local voucher after it has been APPROVED, a new local voucher should be created.

### Create an Adjustment

- a. Mouse over **Official Travel** on the menu bar on the DTS User Welcome screen.
- b. Select **Local Vouchers**.
- c. Click **view/edit** next to the desired document.
- d. Clear the **Open Document VIEW-ONLY** check box.  

- e.
- f. Enter your PIN or password. Click **OK**.
- g. Click **Pre-Audit** under the Review/Sign tab to add justifications for any changes. **Do not use any special characters in any text box such as \$,\* etc.**
- h. Click **Save and Proceed to Digital Signature** and stamp the document SIGNED.

### Create an Amendment

- a. Mouse over **Official Travel** on the menu bar on the DTS User Welcome screen.
- b. Select **Local Vouchers**.
- c. Click **amend** next to the desired document.
- d. Complete the **Comments** box with a reason for the changes. **Do not use any special characters in any text box such as \$,\* etc.**
- e. Enter your PIN or password. Click **OK**.
- f. On the Preview screen, click **edit** next to the items that you will amend. Make changes and save.
- g. Click **Digital Signature** under the **Review/Sign** tab and stamp the document SIGNED.
- h. Enter your PIN or password in the Digital Signature window.

## Chapter 5: Review and Approve DTS Documents - Instructions for AOs and ROs

This chapter will assist Authorizing Officials (AOs) and Reviewing Officials (ROs) in using the DTS Route & Review process.

Route & Review begins when a user/traveler applies the SIGNED stamp to an authorization (auth), a voucher from authorization (voucher), or a local voucher. DTS routes the document. Auths that require reservations will route to SATO, the Commercial Travel Office (CTO). Next, Auths will route to the Branch Head for review, and then to the Administrative Officer for review. If TDY is to OCONUS location, the auth will then route to Code 1200, then to the Division Head for review, and finally to the ADOR for Approval. For CONUS travel, the auth routes from the Admin Officer to the Division Head for final Approval.

Appendix O of the Joint Federal Travel Regulation (JFTR) and the Joint Travel Regulation (JTR) describe the rules for TDY travel in DTS. Access them through the DTS Home Page by clicking on the **Links**.

### Log On to DTS

- Insert the CAC into the reader.
- Access the DTS Home page: <http://www.defensetravel.osd.mil>.
- Click **LOGIN TO DTS**.
- Read the Security Alert screen. Select **Yes**.
- Click **Accept** to the *DoD Privacy & Ethics Policy*.
- The digital signature window opens. The Key File displays.
- Enter your PIN (or password).
- Click **OK**.

## 1

### Review Documents

Documents Awaiting Your Approval --> [Click Here](#)

- Click **Click Here** next to Documents Awaiting Your Approval on your User Welcome screen. The Documents in Routing screen opens. The Sorted by Awaiting Status is the default sort method.
- Click the column header if you prefer to sort the documents by type, traveler, or departure date.
- Click **review** next to the document you want to approve. The Preview Trip screen opens.



- Check the information in the traveler's itinerary by scrolling through the page. To review/confirm the job order (line of accounting (LOA)); click **view** next to Accounting Code in the Accounting Summary section. Return to top of the page when completed with this portion of the review.
- Click **Substantiating Records** to view attached receipts and any other documentation (such as Security forms...).
- Click **Document History**, to view previous actions and stamps applied to this document; then click on the **View Adjustments** button to see a list of individuals who made adjustments to the document.



- g. Click **Other Auths** on the sub-navigation bar to view any other authorizations added to this document.



- h. Click **Pre-Audit** on the sub-navigation bar to view justifications.
- i. Review the justifications and determine if any changes are necessary. See Section 2 if you need to return the document to the user.



- j. Click **Digital Signature**. The Digital Signature screen opens.
- k. Next to **Submit Completed Document**, the stamp you are assigned will default: ROs shall select REVIEWED and AOs shall use APPROVED (incorrect use of these selections cause DTS errors and re-routing of the entire order). Change the default only when “RETURNING” or “CANCELLING” a document.
- l. Enter your PIN or password in the Digital Signature window.
- m. Complete the signing process.

## 2

### Return Documents to Travelers

Stamping the document RETURNED routes it to the individual who initiated it. When applying the RETURNED stamp, you must explain in the “Additional Comments” box, what corrections the user should make. The individual should make the corrections and stamp the document SIGNED.



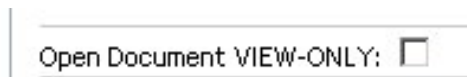
- a. Click **Digital Signature**. The Digital Signature screen opens.
- b. Click the **Submit this document as** drop-down arrow and select **RETURNED**.
- c. Click **Submit Completed Document**.
- d. Enter your PIN or password in the Digital Signature window.
- e. Complete the signing process.

## 3

### Adjust (or Change) Documents Before Approval

The AO or RO can edit a travel document before approving or reviewing it. This is called creating an adjustment.

- a. Click **Adjustments** on the navigation bar.



- b. Clear the check from the **Open Document VIEW-ONLY** check box.
- c. Enter your PIN or password in the Digital Signature window. The Preview Trip screen opens.

- d. Click **Itinerary** on the navigation bar.
- e. Change the **Start Date** or **End Date** field.
- f. Click **Per Diem Locations** in the sub-navigation bar.
- g. Click **OK** to the Entitlements Update prompt.
- h. Click **OK** to the warning. Each date field now contains a question mark.
- i. Click **Edit** under Location in the Trip Summary.
- j. Click **OK** to the warning.
- k. Enter the correct dates in the Per Diem Location box (left side of the screen).
- l. Click **Save Changes**.
- m. Click **OK** to the Entitlements Update prompt.
- n. To change or remove air fare, rental car or lodging reservations, click **Travel** on the navigation bar.
- o. Choose either **Cancel All and Start Over** or **Change and Cancel Separately**.
- p. Under the trip summary choose cancel or change next hotel, rental car or hotel as applicable.
- q. Click **Digital Signature**. The Digital Signature screen opens.
- r. *If the adjustment included changes to the reservations*, click the **Submit this document as** drop-down arrow and select **SIGNED**. The document will reroute to the CTO.  
-OR-  
*If the adjustment did not change the reservations*, click the **Submit this document as** drop-down arrow and select **APPROVED or REVIEWED**.
- s. Complete the **Remarks** box to alert the traveler of adjustments made to the document.

## 4

### Print Documents

- a. Open the Preview screen.
- b. Click **Print**.

## 5

### Delegate Signature Authority

ROs and AOs can delegate signature authority to another RO or AO for a time period when the primary AO/RO and their assigned alternates will not be able to perform normal signing tasks. When signature authority is delegated, DTS routes the document to the primary official, the alternate(s), and the delegated authority. Once the document is signed by any of the officials, it is removed from both Route & Review lists.

#### To delegate this authority:

- a. Mouse over **Traveler Setup** on the navigation bar.
- b. Click **Delegate Authority**.
- c. Click **Select** next to the name of the individual to whom the authority is to be assigned.
- d. Click **OK** in the Assign Authority box.
- e. Enter your PIN or password in the Digital Signature Login box.
- f. Click **OK**.

**Note:** In order for the RO/AO to delegate authority, the individual selected to sign documents for the RO/AO must have the appropriate permissions and privileges to perform the required tasks.

#### To revoke this authority:

- a. Mouse over **Traveler Setup** on the navigation bar.
- b. Click **Delegate Authority**.
- c. Click **Remove** to the right of the name on the Delegate Authority list.
- d. Click **OK** to the question about revoking delegation authority.

## AO and RO Check Lists

### Auth Check List

1. Is this TDY trip necessary?
2. Is the number of travelers appropriate (Group Travel)?
3. Are funds available?
4. Is the LOA correct?
5. Were correct procedures followed for premium- class air travel requests with flag officer approval?
6. Did the traveler choose a city-pair flight? If not, was DoD travel policy followed?
7. Is the mode of travel advantageous to the government?
8. Is a rental car needed?
9. Will travelers to same site share the rental car?
10. Does the traveler require Variations Authorized?
11. Did the traveler justify a non-compact vehicle?
12. Did traveler depart at a reasonable time?
13. Is the per diem location correct? (TDY mission)
14. When military lodging is not available, is a non-availability number provided (military only)?
15. Are lodging costs above per diem necessary?
16. Are non-FEMA compliant lodging arrangements justified?
17. Are there registration fees? What is covered?
18. Is leave to be taken during TDY?
19. Are travel arrangements paid with appropriate form of payment (GOVCC or personal)?
20. Foreign travel: Have clearances been obtained and uploaded in DTS as substantiating documents.

### RO Voucher Check List

1. Did traveler add expenses after the auth was approved?
2. Was voucher reviewed against auth?
3. Were all actual reimbursable expenses claimed?
4. Was the mode of travel consistent with auth?
5. Were claimed long distance calls authorized?
6. Were claimed calls home in accordance with JFTR - JTR, Appendix O?
7. Did traveler claim gasoline *and* prepaid gas?
8. Did traveler claim hotel taxes? (Foreign locations include all taxes.)
9. Are GOVCC charges split disbursed?
10. Did traveler account for meals provided?
11. Are required receipts attached to the voucher? To check for this, open the voucher through the Adjustments link. Click Expenses > Substantiating Records. Receipts are required for lodging and all other receipts for \$75 or more.
12. Did traveler follow procedures for returning unused or partially used tickets?

### Actions That Occur When a Document Is Stamped APPROVED

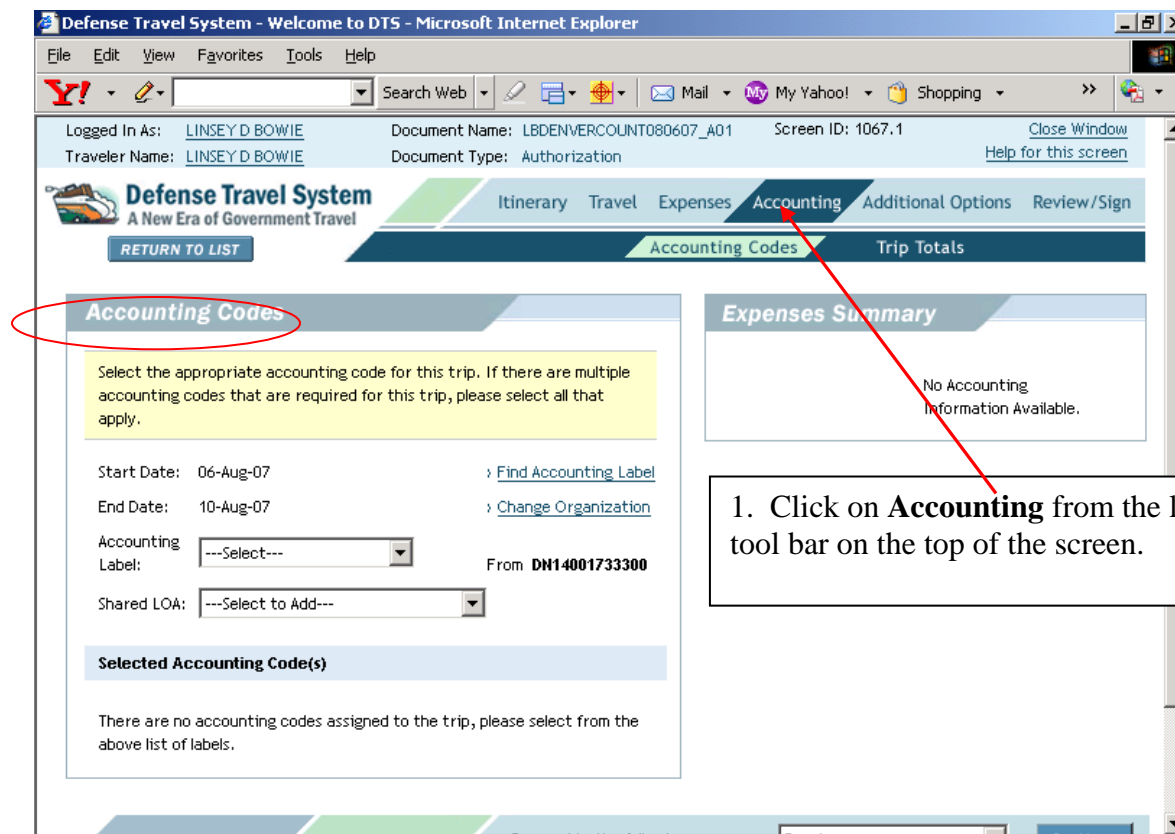
- Travel Authorization Number (TANUM) is permanently assigned.
- Key data is encrypted for auditing and legal use.
- Passenger Number Request (PNR) is built for CTO in reservations system.
- Document is stamped with name of signer and date. Document becomes view-only.
- DTS sends an e-mail to the traveler.
- Financial transactions are transferred from DTS to NRL IMPS to commit/obligate funds.

## Chapter 6: Entering job order numbers in the Defense Travel System (DTS) – (Step 7 in Chapter 2 “Create an Authorization: Traveler Instructions”)

### 7 Lines of Accounting (LOAs)



The purpose of this chapter is to describe the procedures for entering the job order(s), overhead function(s), and associated cost element(s) to charge the costs of travel via the DTS. In DTS, this information is referred to as the Accounting Code or Line of Accounting (LOA).



Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Y! Search Web Mail My Yahoo! Shopping

Logged In As: LINSEY D BOWIE Document Name: LBDENVERCOUNT080607\_A01 Screen ID: 1067.1 Close Window Help for this screen

Traveler Name: LINSEY D BOWIE Document Type: Authorization

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RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Accounting Codes Trip Totals

**Accounting Codes**

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 06-Aug-07 Find Accounting Label

End Date: 10-Aug-07 Change Organization

Accounting Label: ---Select--- From DN14001733300

Shared LOA: ---Select to Add---

**Selected Accounting Code(s)**

There are no accounting codes assigned to the trip, please select from the above list of labels.

**Expenses Summary**

No Accounting Information Available.

1. Click on **Accounting** from the light blue tool bar on the top of the screen.

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

Logged In As: LINSEY D BOWIE Document Name: LB DENVER COUNT 080607\_A01 Screen ID: 1067.1  
Traveler Name: LINSEY D BOWIE Document Type: Authorization

Defense Travel System  
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Itinerary Travel Expenses Accounting Additional Options Review/Sign

Accounting Codes Trip Totals

RETURN TO LIST

**Accounting Codes**

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 06-Aug-07 End Date: 10-Aug-07  
Find Accounting Label Change Organization

Accounting Label: ---Select--- From DN14001733300  
Shared LOA: 07 TDY

**Selected Accounting Code(s)**

There are no accounting codes assigned to the trip, please select from the above list of labels.

**Expenses Summary**

No Accounting Information Available.

2. Scroll to the Accounting Label, click on the drop down box, then select the "07 TDY" label (this label will change based on FY).

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Search Web Mail My Yahoo! Shopping

**Accounting Codes**

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 06-Aug-07 End Date: 10-Aug-07  
Change Organization

Accounting Label: - No Other Accounts Available - From DN14001733300  
Shared LOA: ---Select to Add---

**Selected Accounting Code(s)**

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.  
**Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Remove
07 TDY	DN14001733300	> view/edit	> remove

**Expenses Summary**

**07 TDY**

Category	Allowed	Actual
COM. CARR.-I :	\$352.80	\$352.80
LODGING :	\$288.00	\$288.00
MBJE :	\$220.50	\$220.50
MILEAGE :	\$19.40	\$19.40
OTHER :	\$301.25	\$301.25
PHONE CALLS :	\$12.00	\$12.00
RENTAL CAR :	\$108.06	\$108.06
TRANSPORT :	\$25.00	\$25.00
<b>07 TDY Sub Total:</b>	<b>\$1,327.01</b>	<b>\$1,327.01</b>
<b>Calculated Trip Cost:</b>	<b>\$1,327.01</b>	<b>\$1,327.01</b>

3. The screen will refresh as shown above. The right side of the screen displays the *Expense Summary* box, with the anticipated costs for this trip, which were entered during the previous steps of creating the travel authorization, listed by expense category below the accounting label **07 TDY**, (this label will change based on FY).

Click on the >view/edit link, to enter the job order number. The screen will refresh as shown below.



Edit Accounting Codes | NAVY 1, 8/1/2001 - Microsoft Internet Explorer

### Accounting Codes

Update the information below for this line of accounting (LOA).

Format Map: NAVY 1, 8/1/2001  
Label: 07 TDY

#### LOA Data Elements

Numbers in parentheses mark the maximum characters for that input field. Please enter only numbers or uppercase letters.

Account 1	AAA or DTST: 000173 ( 6 or DTST )
	DTST Sub-Field: ( 14 )
Account 2	DEPT: 97 ( 2 )
	TDPT: ( 2 )
	DFY: XX ( 2 )
Account 3	BFY: X ( 1 )
	EFY: X ( 1 )
	APPN: 4930 ( 4 )

Start | Office 2003 >> 3:16 PM

4. Scroll down to Account 10. Do not change, add, or remove any of the data in Accounts 1 through 9; any changes will result in rejection of the travel authorization and/or significant rework to correct the accounting information.

Edit Accounting Codes | NAVY 1, 8/1/2001 - Microsoft Internet Explorer

Account 4	BCN: 77777 ( 5 )
	SA: 0 ( 1 )
	AAA: 000173 ( 6 )
	TT: 2F ( 2 )
Account 5	BPA: N ( 1 )
	CI: 00173 ( 5 )
Account 6	CAC: ( 7 )
	FC: ( 2 )
	BSN: ( 2 )
Account 7	( 0 )
Account 8	AC: ( 4 )
Account 9	PA: ( 9 )
	APC: ( 7 )

Start | Office 2003 >> 3:16 PM

Account 6	CAC: <input type="text"/> ( 7 )
	FC: <input type="text"/> ( 2 )
	BSN: <input type="text"/> ( 2 )
Account 7	( 0 )
Account 8	AC: <input type="text"/> ( 4 )
Account 9	PA: <input type="text"/> ( 9 )
	APC: <input type="text"/> ( 7 )
Account 10	IBOP: <input type="text"/>
	CC: <input type="text"/> *****21
	ACRN: <input type="text"/>
SDN	<input type="text"/>

5. Enter the direct job order or overhead cost element in the CC: field in Account 10 in the correct format as specified on the next page. REMEMBER: DO NOT ADD, CHANGE, OR DELETE ANY OF THE DATA IN THE OTHER ACCOUNT SECTIONS/FIELDS.

Close Save

Start Office 2003 3:18 PM

**Important:** Ensure that all asterisks (\*\*\*\*\*) are removed from the CC field.  
Click on the blue **“SAVE”** button after the job order/function/Cost Element is correct.

6. **Job Order/Function/Service Alternate Entry Format:** The following provides the correct format for recording the direct job order and overhead cost function in DTS. Note that the 2-digit cost element is also considered part of this format. It is extremely important that data be entered correctly to avoid the cumbersome correction process.

<u>Direct Reimbursable Job Order:</u>			
	<u>JOB ORDER</u>	<u>COST ELEMENT</u>	<u>CORRECT FORMAT TO ENTER IN DTS</u>
	819103065	21	81910306521
	819103065	78	81910306578

In Account 10, CC field enter all 11 digits - DO NOT use dashes.

General and Administrative (G&A), Production (PROD), and Service Cost Center (SCC) Functions:

	<u>FUNCTION</u>	<u>COST ELEMENT</u>	<u>CORRECT FORMAT TO ENTER IN DTS</u>
G&A	337101	21	33710121
PROD	616010	78	61601078
SCC	144502	23	14450223

In Account 10, CC field enter all 8 digits - DO NOT use dashes.

Research and Development Service Alternate Job Order (Code 3500):

Alternate			<u>CORRECT FORMAT TO ENTER IN DTS</u>
<u>Charge Number</u>		<u>COST ELEMENT</u>	
35803D704		21	35803D70421
35803D708		24	35803D70824
35803D757		23	35803D75723

In Account 10, CC field enter all 11 digits - DO NOT use dashes.

Reminder: Cost Elements in the 2x series (21, 23, and 24) are typically used for travel purposes. Additionally, Cost Element 78 (Lecture Fees, Conferences, Mtgs & Symposia) is used in DTS to account for registration fees if paid via the travel authorization rather than the Division Government Purchase Credit Card. Consult with Code 3352.2 if any other Cost Elements should be used.

Also, Cost Element 29 will be re-titled as "CBA Travel Transportation Costs" and will be used only when non-Travel Cardholders use DTS via the Centrally Billed Account (CBA); however, the CBA option is not available at NRL at this time.

#### **Cross Charging Job Orders in DTS**

When TDY/TAD expenses will be charged to a job order/function "owned" by a Division that is not the employing Division of the traveler, the Division "owning" the job order/function shall submit a memorandum authorizing such cross charging to Code 3352.2 so that an appropriate temporary edit/authorization can be made in IMPS. See sample in Chapter 10.

7. If only one job order (or one function) and Cost Element combination is being used for the travel authorization, this portion is complete once Account 10, CC field is properly recorded. Click on the blue **“Save”** button after the job order/function/Cost Element is correct, and proceed to **Additional Options** to complete the travel authorization.

Account	Field	Value	Length
Account 6	CAC:		( 7 )
	FC:		( 2 )
	BSN:		( 2 )
Account 7		( 0 )	
Account 8	AC:		( 4 )
Account 9	PA:		( 9 )
	APC:		( 7 )
Account 10	IBOP:		( 3 )
	CC:	81910307521	( 12 )
	ACRN:		( 2 )
SDN			

8. However, if more than one job order, function, or Cost Element combination will be used for the travel authorization, click on the blue **“Save”** button; when the page refreshes instead of moving to **Additional Options**, stay in **Accounting** and click on the **“Shared LOA”** drop down.

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 06-Aug-07  
End Date: 10-Aug-07  
Accounting Label: - No Other Accounts Available - From: DN14001733300

Shared LOA: ---Select to Add---

**Selected Ac**

- 07 CBA (DN1400173)
- 07 LOCAL (DN1400173)
- 07 OTHER 1 (DN1400173)
- 07 OTHER 2 (DN1400173)
- 07 REG FEE (DN1400173)
- 07 TRAINING (DN1400173)

To remove an accounting code from this trip, select the code and click the remove link. Please make sure the code is located to it.

Accounting Label	Organization	View/Edit Acctg Code	Remove
07 TDY	DN14001733300	> view/edit	> remove

Once the drop down box next to **Shared LOA** is clicked, a list of Lines of Accounting (LOA) options will display. Select from the list to establish the additional job order/function/cost element option(s). The available options are described below:

07 CBA (DN1400173) – Used to allocate airfare cost when charged to NRL's Centrally Billed Account. **NOTE:** NRL does not have a CBA account in DTS at this time, so DO NOT select this option without approval from Code 3352.2.

07 LOCAL (DN1400173) – This option is used when preparing a Local Voucher. Upon selecting this option, Cost Element 23 will automatically populate Account 10, CC field; however, traveler must still remove the asterisks and enter the appropriate job order/function information.

07 OTHER 1 (DN1400173) – This option is used when a travel authorization is charged to two different job orders/functions/cost elements. (The first job order/function/cost element was established under the initial Accounting Label "07 TDY".

07 OTHER 2 (DN1400173) – This option is used when a travel authorization is charged to three different job orders/functions/cost elements. (The first job order/function/cost element number was entered under accounting label "07 TDY", the second Shared LOA "07 OTHER 1".)

07 REG FEE (DN1400173) – This option is used when the travel authorization includes the cost of registration fees. Upon selecting this option, Cost Element 78 will automatically populate Account 10, CC field; however, traveler must still remove the asterisks and enter the appropriate job order/function information.

07 TRAINING (DN1400173) – This option is used when the travel authorization includes the cost of training fees. Upon selecting this option, Cost Element 24 will automatically populate Account 10, CC field; however traveler must still remove the asterisks and enter the appropriate job order/function information.

In this example, 07 REG FEE (DN1400173) is selected so that this travel authorization will be allocated to one direct job order, but two Cost Elements: CE 21 for the basic travel costs, and CE 78 to account for the registration fee. (Thus, this authorization is considered to have two LOAs.) After selecting 07 REG FEE (DN1400173) the page will refresh as shown in the next screen shot. Two Accounting Labels and LOAs will display. The two Accounting Labels also appear on the right side of the screen to show the allocation of costs between the two LOAs. However, initially all costs will show as allocated to the first LOA, 07 TDY; this will be the normal situation until the traveler takes additional steps to establish multiple LOAs (in this example 07 REG FEE has been selected) and then enters the LOA data (the job order information in Account 10) and allocates costs.

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 06-Aug-07  
End Date: 10-Aug-07 [Change Organization](#)

Accounting Label: - No Other Accounts Available - From DN14001733300  
Shared LOA: ---Select to Add---

**Selected Accounting Code(s)**

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.  
**Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Edit Allocation	Remove
07 REG FEE	DN1400173	<a href="#">view/edit</a>	<a href="#">edit</a>	<a href="#">remove</a>
07 TDY	DN14001733300	<a href="#">view/edit</a>	<a href="#">edit</a>	<a href="#">remove</a>

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click

**Expense allocated by Expense Category**

**07 REG FEE**

Category	Allowed	Actual
LODGING :	\$0.00	\$0.00
M&IE :	\$0.00	\$0.00
OTHER :	\$0.00	\$0.00
<b>07 REG FEE Sub Total:</b>	\$0.00	\$0.00

**07 TDY**

Category	Allowed	Actual
COM. CARR.-I :	\$352.80	\$352.80
LODGING :	\$288.00	\$288.00
M&IE :	\$220.50	\$220.50
MILEAGE :	\$19.40	\$19.40
OTHER :	\$301.25	\$301.25
PHONE CALLS :	\$12.00	\$12.00
RENTAL CAR :	\$108.06	\$108.06
TRANSPORT :	\$25.00	\$25.00
<b>07 TDY Sub Total:</b>	\$1,327.01	\$1,327.01

**Calculated Trip**

9. The next step is to enter the job order/function/cost element associated with the second LOA. Click on [view/edit](#) link in the line of the appropriate Accounting Label. Note that if the job order/function/cost element associated with the initial LOA (in this case "07 TDY") had not been entered yet, it could also be completed at this time. Follow steps 4 through 7 as shown on pages 3, 4, and 5 to enter the appropriate job order/function/cost element information. (Click on the [view/edit](#) link(s) of the remaining Accounting Labels, follow steps 4 through 7, until all accounting data is completed.)

10. After entering the accounting data, the page will refresh (after clicking on the blue "SAVE" button, which must be done for each Accounting Label). It is now time to allocate the travel costs between multiple job order/function/cost element combinations. Scroll down to "How to Allocate:" click on the drop down box and 4 methods of allocation are available:

- By Dollar Amount
- By Expense Category
- By Percentage
- By Date

Until further notice, the only acceptable allocation method is "By Dollar Amount." Select "By Dollar Amount" and then click on the light blue button "Allocate Expenses." Pages 40-42 provide brief descriptions of the processes to allocate by the other three methods, but these methods should not be used without approval of Code 3352.2 or until further notice.

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**Selected Accounting Code(s)**

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.  
**Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Edit Allocation	Remove
07 REG FEE	DN1400173	> view/edit	> edit	> remove
07 TDY	DN14001733300	> view/edit	> edit	> remove

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate:

**Allocate Expenses**

Proceed to the following page:  **Continue**

**07 TDY**

Category	Allowed	Actual
COM. CARR.-I :	\$352.80	\$352.80
LODGING :	\$288.00	\$288.00
M&IE :	\$220.50	\$220.50
MILEAGE :	\$19.40	\$19.40
OTHER :	\$301.25	\$301.25
PHONE CALLS :	\$12.00	\$12.00
RENTAL CAR :	\$108.06	\$108.06
TRANSPORT :	\$25.00	\$25.00
<b>07 TDY Sub Total:</b>	<b>\$1,327.01</b>	<b>\$1,327.01</b>

**Calculated Trip Cost:** \$1,327.01 \$1,327.01

11. After selecting "Allocate Expense" the screen will refresh, looking similar to the one below. The entitlements (or estimated expenses) are shown on the left side of the screen by category. Typically these expenses are initially allocated, by default, to the Accounting Label appearing first (alphabetical listing), in this example "07 REG FEE." To change/correct this allocation, just click on the radio button in the column of the correct Accounting Label; only one Accounting Label (column) can be selected per expense item.

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Allocate the expenses for your trip to the accounting codes that you selected

Date	Category	Amount	07 REG FEE	07 TDY
08/06/07	Authorized Business Call	\$12.00	<input checked="" type="radio"/>	<input type="radio"/>
08/06/07	Comm Air (Indiv Bill)	\$176.40	<input checked="" type="radio"/>	<input type="radio"/>
08/06/07	Commercial Auto-TDY/TAD	\$108.06	<input checked="" type="radio"/>	<input type="radio"/>
08/06/07	LODGING	\$72.00	<input checked="" type="radio"/>	<input type="radio"/>
08/06/07	M&IE	\$36.75	<input checked="" type="radio"/>	<input type="radio"/>
08/06/07	Parking - TDY/TAD	\$20.00	<input checked="" type="radio"/>	<input type="radio"/>
08/06/07	Registration Fees	\$200.00	<input checked="" type="radio"/>	<input type="radio"/>
08/07/07	LODGING	\$72.00	<input checked="" type="radio"/>	<input type="radio"/>
08/07/07	M&IE	\$49.00	<input checked="" type="radio"/>	<input type="radio"/>
08/08/07	LODGING	\$72.00	<input checked="" type="radio"/>	<input type="radio"/>
08/08/07	M&IE	\$49.00	<input checked="" type="radio"/>	<input type="radio"/>
08/09/07	LODGING	\$72.00	<input checked="" type="radio"/>	<input type="radio"/>

**07 REG FEE**

Category	Allowed	Actual
LODGING :	\$0.00	\$0.00
M&IE :	\$0.00	\$0.00
OTHER :	\$0.00	\$0.00
<b>07 REG FEE Sub Total:</b>	<b>\$0.00</b>	<b>\$0.00</b>

**07 TDY**

Category	Allowed	Actual
COM. CARR.-I :	\$352.80	\$352.80
LODGING :	\$288.00	\$288.00
M&IE :	\$220.50	\$220.50
MILEAGE :	\$19.40	\$19.40
OTHER :	\$301.25	\$301.25
PHONE CALLS :	\$12.00	\$12.00
RENTAL CAR :	\$108.06	\$108.06
TRANSPORT :	\$25.00	\$25.00
<b>07 TDY Sub Total:</b>	<b>\$1,327.01</b>	<b>\$1,327.01</b>

**Calculated Trip Cost:** \$1,327.01 \$1,327.01

Date	Category	Amount	07 REG FEE	07 TDY
08/06/07	Authorized Business Call	\$12.00	<input type="radio"/>	<input checked="" type="radio"/>
08/06/07	Comm Air (Indiv Bill)	\$176.40	<input type="radio"/>	<input checked="" type="radio"/>
08/06/07	Commercial Auto-TDY/TAD	\$108.06	<input type="radio"/>	<input checked="" type="radio"/>
08/06/07	LODGING	\$72.00	<input type="radio"/>	<input checked="" type="radio"/>
08/06/07	M&IE	\$36.75	<input type="radio"/>	<input checked="" type="radio"/>
08/06/07	Parking - TDY/TAD	\$20.00	<input type="radio"/>	<input checked="" type="radio"/>
08/06/07	Registration Fees	\$200.00	<input checked="" type="radio"/>	<input type="radio"/>
08/07/07	LODGING	\$72.00	<input type="radio"/>	<input checked="" type="radio"/>
08/07/07	M&IE	\$49.00	<input type="radio"/>	<input checked="" type="radio"/>
08/08/07	LODGING	\$72.00	<input type="radio"/>	<input checked="" type="radio"/>
08/08/07	M&IE	\$49.00	<input type="radio"/>	<input checked="" type="radio"/>
08/09/07	LODGING	\$72.00	<input type="radio"/>	<input checked="" type="radio"/>

Category	Allowed	Actual
LODGING :	\$0.00	\$0.00
M&IE :	\$0.00	\$0.00
OTHER :	\$0.00	\$0.00
<b>07 REG FEE Sub Total:</b>	\$0.00	\$0.00

Category	Allowed	Actual
COM. CARR.-I :	\$352.80	\$352.80
LODGING :	\$288.00	\$288.00
M&IE :	\$220.50	\$220.50
MILEAGE :	\$19.40	\$19.40
OTHER :	\$301.25	\$301.25
PHONE CALLS :	\$12.00	\$12.00
RENTAL CAR :	\$108.06	\$108.06
TRANSPORT :	\$25.00	\$25.00
<b>07 TDY Sub Total:</b>	\$1,327.01	\$1,327.01

<b>Calculated Trip Cost:</b>	\$1,327.01	\$1,327.01
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The screen above shows that all expenses have been moved to the 07 TDY label except the Registration Fees, which remains in 07 REG FEE.

08/08/07	M&IE	\$49.00	<input type="radio"/>	<input checked="" type="radio"/>
08/09/07	LODGING	\$72.00	<input type="radio"/>	<input checked="" type="radio"/>
08/09/07	M&IE	\$49.00	<input type="radio"/>	<input checked="" type="radio"/>
08/10/07	Comm Air (Indiv Bill)	\$176.40	<input type="radio"/>	<input checked="" type="radio"/>
08/10/07	Gasoline-Rental/Govt. Car	\$25.00	<input type="radio"/>	<input checked="" type="radio"/>
08/10/07	Hotel Room Tax	\$69.25	<input type="radio"/>	<input checked="" type="radio"/>
08/10/07	Internet access	\$12.00	<input type="radio"/>	<input checked="" type="radio"/>
08/10/07	M&IE	\$36.75	<input type="radio"/>	<input checked="" type="radio"/>
08/10/07	Pvt Auto-Terminal	\$19.40	<input type="radio"/>	<input checked="" type="radio"/>
<b>Totals:</b>		\$1,327.01	\$1,327.01	\$0.00

<b>Calculated Trip Cost:</b>	\$1,327.01	\$1,327.01
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Calculate Totals

Save Allocated Expenses Cancel

12. Once the expenses have been correctly moved to the appropriate Accounting Label column, click on the **“Calculate Totals”** button.

08/08/07	M&IE	\$49.00	<input type="radio"/>	<input checked="" type="radio"/>
08/09/07	LODGING	\$72.00	<input type="radio"/>	<input checked="" type="radio"/>
08/09/07	M&IE	\$49.00	<input type="radio"/>	<input checked="" type="radio"/>
08/10/07	Comm Air (Indiv Bill)	\$176.40	<input type="radio"/>	<input checked="" type="radio"/>
08/10/07	Gasoline-Rental/Govt. Car	\$25.00	<input type="radio"/>	<input checked="" type="radio"/>
08/10/07	Hotel Room Tax	\$69.25	<input type="radio"/>	<input checked="" type="radio"/>
08/10/07	Internet access	\$12.00	<input type="radio"/>	<input checked="" type="radio"/>
08/10/07	M&IE	\$36.75	<input type="radio"/>	<input checked="" type="radio"/>
08/10/07	Pvt Auto-Terminal	\$19.40	<input type="radio"/>	<input checked="" type="radio"/>
<b>Totals:</b>		\$1,327.01	\$200.00	\$1,127.01

<b>Calculated Trip Cost:</b>	\$1,327.01	\$1,327.01
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Calculate Totals

Save Allocated Expenses Cancel

13. The screen will refresh, displaying the revised calculations at the bottom of each column.

Click on the **“Save Allocated Expenses”** button.



14. The page will refresh as shown below. The *Expenses Summary* section on the right side of the screen now reflects the appropriate costs for each Accounting Label.

**Accounting Codes**

Select the appropriate accounting code for this trip. If there are multiple accounting codes that are required for this trip, please select all that apply.

Start Date: 06-Aug-07  
End Date: 10-Aug-07 [Change Organization](#)

Accounting Label: - No Other Accounts Available - From **DN14001733300**

Shared LOA: ---Select to Add---

**Selected Accounting Code(s)**

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.  
**Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Edit Allocation	Remove
07 REG FEE	DN1400173	<a href="#">view/edit</a>	<a href="#">edit</a>	<a href="#">remove</a>
07 TDY	DN14001733300	<a href="#">view/edit</a>	<a href="#">edit</a>	<a href="#">remove</a>

**Expenses Summary**

**Expenses allocated by Expense**

**07 REG FEE**

Category	Allowed	Actual
OTHER :	\$200.00	\$200.00
<b>07 REG FEE Sub Total:</b>	\$200.00	\$200.00

**07 TDY**

Category	Allowed	Actual
COM. CARR.-I :	\$352.80	\$352.80
LODGING :	\$288.00	\$288.00
M&IE :	\$220.50	\$220.50
MILEAGE :	\$19.40	\$19.40
OTHER :	\$101.25	\$101.25
PHONE CALLS :	\$12.00	\$12.00
RENTAL CAR :	\$108.06	\$108.06
TRANSPORT :	\$25.00	\$25.00
<b>07 TDY Sub Total:</b>	\$1,127.01	\$1,127.01
<b>Calculated Trip</b>	\$1,327.01	\$1,327.01

If all Accounting Labels/LOAs had been entered and expenses allocated (in the above example 2 Accounting Labels/LOAs were used and completed), this portion of preparing the travel authorization would be complete. Traveler (or Travel Clerk) would continue the remaining steps to complete the travel authorization. The next step would be to return to the top of the screen and move from **Accounting** to **Additional Options**, i.e., proceed to Step 8 in Chapter 2 “Create an Authorization: Traveler Instructions.”

## 8

### Additional Options

Itinerary Travel Expenses Accounting **Additional Options** Review/Sign

Profile Partial Payments Advances

### Supplemental Information:

Using “*How to Allocate:*” by the other three methods, not currently used at NRL at this time:

**By Expense Category**  
**By Percentage**  
**By Date**

**Reminder:** NRL DTS users shall allocate using the “By Dollar Amount” method until further notice.

## A. By Expense Category

To remove an accounting code that does not apply to this trip, select the remove link corresponding to the accounting label to be removed.  
**Please make sure the LOA's assigned have costs allocated to it.**

Accounting Label	Organization	View/Edit Acctg Code	Edit Allocation	Remove
07 REG FEE	DN1400173	<a href="#">view/edit</a>	<a href="#">edit</a>	<a href="#">remove</a>
07 TDY	DN14001733300	<a href="#">view/edit</a>	<a href="#">edit</a>	<a href="#">remove</a>

Multiple accounting codes on a trip require allocation of expenses to the accounting codes(labels). Select how you wish to allocate. Then click "Allocate Expenses" to proceed with allocations.

How to Allocate: **By Expense Category**

**Allocate Expenses**

Proceed to the following page: [Preview](#)

Expense Category	Allowed	Actual
M&IE :	\$220.50	\$220.50
MILEAGE :	\$19.40	\$19.40
OTHER :	\$101.25	\$101.25
PHONE CALLS :	\$12.00	\$12.00
RENTAL CAR :	\$108.06	\$108.06
TRANSPORT :	\$25.00	\$25.00
<b>07 TDY Sub Total:</b>	<b>\$1,127.01</b>	<b>\$1,127.01</b>
<b>Calculated Trip Cost:</b>	<b>\$1,327.01</b>	<b>\$1,327.01</b>

A. Select "By Expense Category" and then "Allocate Expenses". The screen will refresh as shown below. Click the radio button to indicate the Accounting Code/LOA to assign for each Expense Category.

Without prior approval, this allocation methodology should not be used as it is unlikely to result in appropriate cost allocation in most cases.

**Allocate Expenses by Category**

Select the accounting code to use for each category for your trip.

Category	Amount	07 REG FEE	07 TDY
COM. CARR.-I	\$352.80	<input type="radio"/>	<input type="radio"/>
LODGING	\$288.00	<input type="radio"/>	<input type="radio"/>
M&IE	\$220.50	<input type="radio"/>	<input type="radio"/>
MILEAGE	\$19.40	<input type="radio"/>	<input type="radio"/>
OTHER	\$301.25	<input type="radio"/>	<input type="radio"/>
PHONE CALLS	\$12.00	<input type="radio"/>	<input type="radio"/>
RENTAL CAR	\$108.06	<input type="radio"/>	<input type="radio"/>
TRANSPORT	\$25.00	<input type="radio"/>	<input type="radio"/>

**Save Allocations** **Cancel**

**Expenses Summary**

**Expenses allocated by Expense**

Category	Allowed	Actual
07 REG FEE		
OTHER :	\$200.00	\$200.00
<b>07 REG FEE Sub Total:</b>	<b>\$200.00</b>	<b>\$200.00</b>
07 TDY		
COM. CARR.-I :	\$352.80	\$352.80
LODGING :	\$288.00	\$288.00
M&IE :	\$220.50	\$220.50
MILEAGE :	\$19.40	\$19.40
OTHER :	\$101.25	\$101.25
PHONE CALLS :	\$12.00	\$12.00
RENTAL CAR :	\$108.06	\$108.06
TRANSPORT :	\$25.00	\$25.00
<b>07 TDY Sub Total:</b>	<b>\$1,127.01</b>	<b>\$1,127.01</b>

## B. By Percentage

After selecting "How to Allocate: **By Percentage**" and clicking on the blue "Allocate Expenses" button, the screen will refresh similar to the screen shown below. Enter the percentage of costs to allocate to each Accounting Label/LOA. The total allocation must equal 100%. Once the allocation properly equals 100%, click on "Calculate Totals" to update the Expenses Summary on the right side of the screen. Then click on "Save Allocated Expenses." If the "Percentage that is not allocated" does not equal 0%, the "Save Allocated Expenses" will not process. This method should not be used without prior approval as it will not result in proper cost accounting in all cases.

**Allocate Expenses by Percentage**

Please allocate the expenses for your trip to the accounting codes that you selected. Please make sure that percentages add to 100%.

07 REG FEE:

07 TDY:

Percentage that is not allocated: 100%

**Calculate Totals**

**Save Allocated Expenses** **Cancel**

**Expenses Summary**

**Expenses allocated by Expense**

Category	Allowed	Actual
07 REG FEE		
OTHER :	\$200.00	\$200.00
<b>07 REG FEE Sub Total:</b>	<b>\$200.00</b>	<b>\$200.00</b>
07 TDY		
COM. CARR.-I :	\$352.80	\$352.80
LODGING :	\$288.00	\$288.00
M&IE :	\$220.50	\$220.50
MILEAGE :	\$19.40	\$19.40
OTHER :	\$101.25	\$101.25
PHONE CALLS :	\$12.00	\$12.00
RENTAL CAR :	\$108.06	\$108.06
TRANSPORT :	\$25.00	\$25.00
<b>07 TDY Sub Total:</b>	<b>\$1,127.01</b>	<b>\$1,127.01</b>

### C. By Date

After selecting “How to Allocate: **By Date**” and clicking on the blue “Allocate Expenses” button, the screen will refresh similar to the screen shown below. Enter the “Start Date” and “End Date” to assign to each Accounting Code/LOA (can use the calendar feature to the right of each data block to select dates). Dates must be entered for each Accounting Label or an error message will display: **“Enter a start date on each account. Enter an end date on each account.”** This method should not be used without prior approval.

**Allocate Expenses by Date**

You can allocate trip expenses to multiple accounting codes based on travel dates.

Trip Start Date: 06-Aug-07

Trip End Date: 10-Aug-07

View/Edit Acctg Code	Start Date	End Date	Total
07 REG FEE	<input type="text"/>	<input type="text"/>	\$200.00
07 TDY	<input type="text"/>	<input type="text"/>	\$1,127.01

Amount that is not allocated: \$0.00

**Calculate Totals**

**Save Allocations** **Cancel**

**Expenses Summary**

**Expenses allocated by Expense**

Category	Allowed	Actual
07 REG FEE		
OTHER :	\$200.00	\$200.00
<b>07 REG FEE Sub Total:</b>	<b>\$200.00</b>	<b>\$200.00</b>
07 TDY		
COM. CARR.-I :	\$352.80	\$352.80
LODGING :	\$288.00	\$288.00
M&IE :	\$220.50	\$220.50
MILEAGE :	\$19.40	\$19.40
OTHER :	\$101.25	\$101.25
PHONE CALLS :	\$12.00	\$12.00
RENTAL CAR :	\$108.06	\$108.06
TRANSPORT :	\$25.00	\$25.00
<b>07 TDY Sub Total:</b>	<b>\$1,127.01</b>	<b>\$1,127.01</b>

## Chapter 7: Actual Expense Allowance (AEA) in the Defense Travel System (DTS) - (Step 6 in Chapter 2 “Create an Authorization: Traveler Instructions”)

The NRL policy regarding the Actual Expense Allowance (AEA) remains unchanged from the NRL Instruction 4650.18E (specifically in paragraph 0508) except for the following two changes applicable specifically to travel orders/authorizations prepared in DTS:

(1) Request and approval of AEA will be documented within DTS; procedures are discussed below. The request and approval of AEA via a separate memo is no longer required.

(2) Per Appendix O of the JTR and JFTR: “If the CTO can find only lodging that costs more than the published maximum rate, the AO may authorize the higher amount, such that the actual lodging cost and the per diem M&IE does not exceed 300% of the published rate (lodging plus M&IE).” This higher threshold is applicable only to travel orders/authorizations prepared in DTS. The Approving Official (AO) should use due diligence in allowing any deviation from the standard per diem rates. Any AEA must be fully documented/justified, particularly using the higher threshold.

1. AEA is initially recorded in DTS when creating a travel authorization, specifically refer to Step 6 in Chapter 1 “Create an Authorization: Traveler Instructions.”

### 6

### Expenses

1. In the **Expenses** module, select the **Per Diem Entitlements** tab. Select the **Edit** button link next to the day(s) that AEA will be required if the AEA is applicable to only a portion of the TDY. Select the **Edit All** button at the bottom of the screen if the AEA is applicable for the entire duration of the TDY.

(Use the **Reset** and **Reset All** buttons to restore the lodging rates to the original amounts.)

Date	Location	Edit	Reset	Lodg Cost	Lodg Allowed	M&IE Allowed	Per Diem Rate	Code	Qtrs
05/28/07	DENVER COUNTY, CO	> Edit	> Reset	127.00	127.00 GOVCC-Individual	36.75 Personal	127 / 49	NONE	
05/29/07	DENVER COUNTY, CO	> Edit	> Reset	127.00	127.00 GOVCC-Individual	49.00 Personal	127 / 49	NONE	
05/30/07	DENVER COUNTY, CO	> Edit	> Reset	127.00	127.00 GOVCC-Individual	49.00 Personal	127 / 49	NONE	
05/31/07	DENVER COUNTY, CO	> Edit	> Reset	0.00	0.00 GOVCC-Individual	36.75 Personal	127 / 49	NONE	

Reset All Edit All

2. The page will refresh to appear similar to the screen shown below. Under the light blue heading titled “Per Diem Rates,” scroll down to the lodging box and change the rate to reflect the actual lodging rate. Reminder: For CONUS TDY include only the lodging rate, do not include any associated taxes; typically taxes are not charged to federal travelers, but if charged will be itemized as a separate reimbursable expense. For OCONUS, foreign taxes are included in the per diem rate. There is no provision in DTS to approve a higher M&IE rate; this AEA feature is only used when lodging costs exceed the established per diem rate.

3. Scroll down to the section with the light blue heading titled “Other Per Diem Entitlements.” Click the radio button next to **Actual Lodging**. **IMPORTANT:** If this radio button is not selected, AEA will not be documented/requested for the Authorizing Official to review/approve.

Once the radio button is selected, the page will refresh. Scroll down to the bottom of the page and click on **Save these Entitlements**.

4. Complete the remaining Steps 6, 7, and 8 (following Chapter 2 “Create an Authorization: Traveler Instructions”). During Step 9, additional information will be required to complete the AEA request/justification process.

9

## Review / Sign



5. In the **Pre-Audit** tab of the **Review/Sign** module, Actual Expense will appear as a “Flagged” item, as shown below. The Traveler (or Division Travel Clerk) will enter an appropriate justification (**Do not use any special characters in any text box such as \$,\* etc.**) for the use of the higher AEA rather than the standard per diem rates. For example, a typical justification for the use of AEA is when staying at a hotel hosting a conference so that “By staying at the conference hotel no rental car, gas, or parking will be needed. This is less costly to the government.” This justification is recorded in the box for “Justification to Approving Official.”

Defense Travel System - Welcome to DTS - Microsoft Internet Explorer

Traveler name: snowwhitepractice Document type: Authorization

Defense Travel System  
A New Era of Government Travel

RETURN TO LIST

Itinerary Travel Expenses Accounting Additional Options Review/Sign

Preview Other Auths. Pre-Audit Digital Signature

### Pre-Audit Trip

[Help for this screen](#)

Below are any items that were "flagged" for this trip. You must provide comments in the 'Justification to Approving Official' text field for flagged items where required. When you are finished, or if there are no flagged items, click "Proceed To Digital Signature."

DoD mandates split disbursement for transportation, lodging and rental car expenses. [Click here for memorandum](#)

[Constructive Travel Worksheet](#)

**2 Items have been Flagged in this Travel Document**

1.	Reason Flagged	Item Description	* Justification to Approving Official <a href="#">Help</a>
	ACTUALS EXPENSE	ACTUAL EXPENSE ALLOWANCE REQUESTED.	By staying at the conference hotel no rental car, gas or parking will be needed. This is less costly to the government.
2.	Reason Flagged	Item Description	* Justification to Approving Official <a href="#">Help</a>

6. Once the travel authorization is signed by the traveler, the Reviewing and Approving Officials will be able to evaluate the justification, and the associated higher costs, before making a decision to approve the AEA.

## Chapter 8: Correcting Unallocated Travel Charges

Until further notice, Unallocated Travel will be corrected by the NRL Travel Office. Division Administrative Officers will receive e-mail correspondence from the NRL Travel Office advising of corrective action or requesting information.

Unallocated Travel Charges refer to travel costs/obligations recorded in DTS against a closed, expired, non-existent, or otherwise invalid job order or overhead function. Unallocated travel costs will be charged to Division overhead, via production overhead function 6001, G&A overhead function 7001, or Service Center function 4001. The job order/function entered in DTS is verified in the NRL IMPS after the Authorizing Official approves the Travel Authorization. If the job order/function fails the verification (e.g., job order is closed, non-existent, wrong format) then the costs will immediately be charged/obligated to the Unallocated Travel Costs function and appear in the “Unallocated Travel Charged to Division Overhead” report. This report is an ADHOC report that is continuously updated as transactions are passed from DTS to NRL IMPS. The occurrence of Unallocated Travel Charges do not delay or otherwise interfere with processing Travel Authorizations (reservations or approval) in DTS.

Shown below is the “Unallocated Travel Charged to Division Overhead” report as it appears online; the report can also be printed.

http://imps-portal.nrl.navy.mil:7779/reports/rwservlet? - Microsoft Internet Explorer

Address http://imps-portal.nrl.navy.mil:7779/reports/rwservlet?

Find

Unallocated Travel Charged to Division Overhead  
As of 13-JUN-07  
Division: 5600

Branch: 5600  
Section: 5602  
Job Order: 56-6001

Document Number	DTS Cost Code	Traveler Name	Travel Date	Obligation Amt
N0017307RVQVEE4	565721F723	KERSHENSTEIN, JOHN C	05-JUN-2007	35.28

Invalid Cost Code length. Cost Code must be 11 or 8 characters in length.

Division: 5700

Branch: 5700  
Section: 5702  
Job Order: 57-6001

Document Number	DTS Cost Code	Traveler Name	Travel Date	Obligation Amt
N0017307RVQ59C7	571628L7523	RAMSEY, SCOTT A	20-APR-2007	83.12

The job order was closed prior to the trip start date.

Error message

Each record on the Report contains the following information:

Document number, comprised as follows:

UIC (N00173)

Fiscal year indicator (08)

Travel type indicator (i.e. TO for TDY/TAD or RV for local travel)

5 digit TANUM (TANUM is an alpha numeric number randomly assigned by DTS)

DTS Cost Code: This is the job order or function as entered into DTS.

Traveler's Name

Travel Date: The start date of TDY as entered into DTS

Obligation Amount: The total amount of estimated entitlements of the Travel Authorization as entered into DTS.

Error Message: The reason that the job order or function is invalid; this reason is located on the line below the record containing the above elements.

There are 10 reasons, or Error Messages:

1. The job order does not exist.
2. The job order was closed prior to the trip start date.
3. Invalid Cost Code length. Cost Code must be 11 or 8 characters in length.
4. The appropriation that funds this job order has lapsed.
5. The source code for this job order has been finalized.
6. Invalid cost element for local travel.
7. Invalid cost element.
8. Invalid cost element for CBA.
9. Cost element 29 is only valid for CBA transactions.
10. Cross charge not authorized.

**Correction Process:**

Once a Travel Authorization appears on the "Unallocated Travel Charged to Division Overhead" report, the Travel Office staff shall take the necessary action to resolve the error.



## **Chapter 9: Acceptance of Contributed Travel**

NRLINST 4650.18E, Chapter 0225, Para 1a, 1c-e and Para 2a-d provide general guidance and instructions for preparing the Contributed Travel form (HQ-NRL 4650/3).

Code 1008 requires that a copy of the Travel Authorization be attached to the Contributed Travel form for the legal review of the acceptance of contributed travel. Accordingly, the traveler shall print/attach a copy of the DTS Travel Authorization using the DD1610 format. For the purposes of this review Code 1008 requires only the traveler's signature on the DD1610.

When preparing the Travel Authorization in DTS, the traveler must state that Contributed Travel is being received in conjunction with this TDY/TAD; this statement shall be entered in the "Comments to the Approving Official" section (in the "Review/Sign" module). The traveler shall "Sign" the Authorization to ensure reservations are held.

The Division shall complete the Contributed Travel form (signed by the Division Head), attach the DD1610 and any other documentation, and manually route to Code 1008 for review and approval.

Once the Contributed Travel form has been approved/signed by Code 1008, the ADOR/Code 8000, and/or Code 1000, and returned to the Division, the traveler/travel clerk must upload the approved Contributed Travel form and associated documentation as a substantiating document. The Administrative Officer shall ensure that the completed Contributed Travel form is uploaded with the Authorization prior to stamping it "Reviewed".

If the Contributed Travel request is disapproved, appropriate adjustments must be made to the Travel Authorization in DTS.

## **Chapter 10: Sample Forms/Documents**

1. Travel Authorization – printed out in the Gov + format (standard DD Form 1610)
2. Travel Authorization – printed out in the DTS default format
3. Local Voucher – printed out in the DTS default format (note: local vouchers are only available for print in the DTS default format)
4. Travel Voucher – printed out in the Gov + format (standard DD Form 1351-2)
5. Travel Voucher – printed out in the DTS default format
6. Trip Itinerary
7. DTS Fax cover sheet – for uploading substantiating documentation
8. Tax Exempt form
9. Cross Charge Authorization Memo
10. Direct Cite Form
11. DD 1351-2 for additional approval – Sample
12. Instructions for User Registration
13. Common Pre-Audit Flags

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL <small>(Reference: Joint Travel Regulations (JTR), Chapter 3) (Read Privacy Act Statement on back before completing form.)</small>						1. DATE OF REQUEST (YYYYMMDD) 20070526	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) DTMOPRO-Z, Eric			3. SOCIAL SECURITY NUMBER 973-06-6436		4. POSITION TITLE AND GRADE/RATING AD-00		
5. LOCATION OF PERMANENT DUTY STATION (PDS)				6. ORGANIZATIONAL ELEMENT DTMO Proliferation		7. DUTY PHONE NUMBER (Include Area Code) T 888-347-2222	
8. TYPE OF ORDERS AA-ROUTINE TDY/TAD		9. TDY PURPOSE (see JTR, Appendix H) CONFERENCE ATTENDANCE See next page		10a. APPROX NO. OF TDY DAYS (Including travel time) 8		b. PROCEED DATE (YYYYMMDD) 20070806	
11. ITINERARY FROM: RES: ARLINGTON, VA TO: SAN DIEGO, CA TO: NEW CASTLE@[OTHER], GBR TO: LONDON, GBR RETURN TO: RES: ARLINGTON, VA							
12. TRANSPORTATION MODE							
a. COMMERCIAL				b. GOVERNMENT		c. LOCAL TRANSPORTATION	
RAIL	AIR X	BUS	SHIP	AIR	VEHICLE	SHIP	CAR RENTAL X
						TAXI	
						OTHER X	
						PRIVATELY OWNED CONVEYANCE (Check one) RATE PER MILE: _____	
						ADVANTAGEOUS TO THE GOVERNMENT	
						MILEAGE REIMBURSEMENT AND PER DIEM IS LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND PER DIEM AS DETERMINED AND TRAVEL TIME AS LIMITED PER JTR	
AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)							
13. a. PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input checked="" type="checkbox"/> b. OTHER RATE OF PER DIEM (Specify) 521/64							
14. ESTIMATED COST							
a. PER DIEM \$ 1,645.30		b. TRAVEL \$ 1,002.26		c. OTHER \$ 394.00		d. TOTAL \$ 3,041.56	
15. ADVANCE AUTHORIZED \$ 0.00							
16. REMARKS (Use this space for special requirements, leave, excess baggage, accommodations, registration fees, etc.)  Traveler is non-exempt from the mandatory provisions of the TTRA.  The 'Travel and Transportation Reform Act of 1998' stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency.  Government travel cardholders shall obtain cash, as authorized, through automated teller machines (ATM), rather than obtaining cash advances from a DoD disbursing officer.  REMARKS continued on next page							
17. TRAVEL-REQUESTING OFFICIAL (Title and signature)				18. TRAVEL-APPROVING/DIRECTING OFFICIAL (Title and signature) Chris DTMOPRO-Z AD-00			
AUTHORIZATION							
19. ACCOUNTING CITATION 000173^97^^^X^4930^NH4A^210^7777^0^000173^2F^N^00173^55123407578^^ 200.00 ACCOUNTING CLASSIFICATION continued on next page							
20. AUTHORIZING/ORDER-ISSUING OFFICIAL (Title and signature)						21. DATE ISSUED (YYYYMMDD) 20070526	
						22. TRAVEL ORDER NUMBER	

DD FORM 1610, JAN 2001

PREVIOUS EDITION IS OBSOLETE.

1-1

REMARKS (Continued):

Submission of travel claims shall be submitted within five (5) working days of return to or arrival at the Permanent Duty Station (PDS). In the case of extended TDY/TAD (over 45 days), the traveler shall submit a claim for each 30-day period. That claim must be submitted within five (5) days after each 30-day period.

If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher.

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

Reimbursement claimed for manually entered expense(s): internet access.  
Authorizing Official has specifically approved reimbursement for the manually entered expenses(s).  
annual leave approved by supervisor  
atm advance authorized for M&IE

1-2

DATE: 05/27/07 TRAVEL AUTHORIZATION (Continuation page)  
TRAVELER: DTMOPRO-Z, Eric

PURPOSE OF TDY  
to attend the annual IEE conference, and a site visit to NATO

ACCOUNTING CLASSIFICATION (Continued):

000173^97^^^X^^4930^NH4A^210^77777^0^000173^2F^N^00173^^^^^^55123407521^^  
2,841.56

1-3

Preview: EDSANDIEGOCA080607\_A13 Adjustment: 0

Page 1 of 5

```
=====
05/27/07      TRAVEL AUTHORIZATION      |  DOC NO:  EDSANDIEGOCA080607_A1
=====
PAGE  1 ** Read Privacy Act On Last Page ** |  AUTH NO:
=====
1) NAME: DTMO PRO-Z, Eric .              SSN:  973-06-6436
      ADDR: 123 anywhere street           PHONE: 888-347-2222
      Arlington, VA 22203                 MAIL CD:
      DUTY:                               TZ: 6   ORG:  DTMO Proliferation T
      RES: Arlington, VA                 TITLE: C AD-00
      HOURS: 8                           SEC CLR:
      Tech Status      NO                 CARD:  CARD HOLDER
      Air Crew Status
=====
2) AUTH NO:                               DATE: 05/26/07      TYPE: AA-ROUTINE TDY/TAD
=====
3) TRAVEL PURPOSE:  CONFERENCE ATTENDANCE
   to attend the annual IEE conference, and a site visit to NATO
=====
4) GENERAL ITINERARY
=====
      DATE      TIME      DEPARTED/ARRIVED LOCATIONS      PER DIEM RATE
      -----
      08/06/07      D-RES: ARLINGTON, VA
      08/06/07      A-SAN DIEGO, CA                      131/64
      08/09/07      D-SAN DIEGO, CA
      08/09/07      A-NEW CASTLE@[OTHER], GBR              199/117
      08/12/07      D-NEW CASTLE@[OTHER], GBR
      08/12/07      A-LONDON, GBR                      337/181
      08/13/07      D-LONDON, GBR
      08/13/07      A RES: ARLINGTON, VA
      08/09/07  ANNUAL LEAVE      8.00 HOURS
=====
5) OTHER AUTHORIZATIONS      6)      EST COST      ADV AMT
MANUALLY ENTERED EXPENSE(S) (1)  COM. CARR      910.20      0.00
ANNUAL LEAVE OR NON-DUTY DAYS(2)  LODGING      918.55      0.00
ATM Advance Authorized(3)         M&IE        726.75      0.00
                                   MILEAGE      19.40      0.00
                                   OTHER        374.00      0.00
                                   PHONE CAL     20.00      0.00
                                   RENTAL CA     72.66      0.00
                                   -----
                                   TOTAL        3041.56      0.00
                                   ADVANCE AUTHORIZED      0.00
=====
7) PRE-AUDIT JUSTIFICATIONS
ACCT CODES INVALID      ACCT CODE(S) ENTERED NOT VALID IN MASTER
                        LIST.  SEE FINANCE DEFENSE TRAVEL
                        ADMINISTRATION(FDTA) FOR ASSISTANCE.

JUSTIFICATIONS:  07 REG FEE

FIELDS
CC:  55123407578      CHANGED:
07 TDY
```

2-1

[https://dts.cdwebgov.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dts\\_EWTS01\\_...](https://dts.cdwebgov.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dts_EWTS01_...) 5/27/2007



Preview: EDSANDIEGOCA080607\_A13 Adjustment: 0

Page 2 of 5

FIELDS

CC: 55123407521

CHANGED:

ACTUALS EXPENSE

ACTUAL EXPENSE ALLOWANCE REQUESTED.

JUSTIFICATIONS: by staying at the conference hotel I will be able to participate in early morning and late night meeting/working groups.

FOREIGN TRAVEL

FOREIGN TRAVEL DOC. SEE DEFENSE TRAVEL ADMINISTRATOR(DTA) PERSONNEL FOR SPECIAL PROCESSING REQUIREMENTS.

JUSTIFICATIONS: ADVISORY

LEAVE REQUESTED

LEAVE HAS BEEN REQUESTED ON THE DOCUMENT. THIS LEAVE REQUEST MUST BE PROCESSED IN ACCORDANCE WITH UNIT SOP. ENSURE THAT NO EXPENSES HAVE BEEN CLAIMED ON LEAVE DAYS.

JUSTIFICATIONS: ADVISORY

POSSIBLE EXCESSIVE EXPENSE

THIS EXPENSE EXCEEDS THE STANDARD THRESHOLD AMOUNT -> Public Transit > 25

JUSTIFICATIONS: cost estimated based on previous experience

POSSIBLE EXCESSIVE EXPENSE

Hotel Room Tax EXISTS FOR OCONUS TRAVEL FOR 08/06/07.

JUSTIFICATIONS: hotel taxes expense is for San Diego TDY

```
=====
      8) ACCOUNTING CLASSIFICATIONS                                EST COST
07 REG FEE - 000173^97^^X^4930^NH4A^210^77777^0^000173^2F^N^00173^
^^^^^^55123407578^^                                           200.00

07 TDY - 000173^97^^X^4930^NH4A^210^77777^0^000173^2F^N^00173^
^^^^55123407521^^                                           2841.56
=====
```

9) REMARKS

Traveler is non-exempt from the mandatory provisions of the TTRA.

Transportation expenses on this itinerary indicated as GOVCC-Individual are billed to an individually billed account and are reimbursable to the traveler.

The 'Travel and Transportation Reform Act of 1998' stipulates that the government-sponsored, contractor-issued travel card shall be used by all U.S. Government personnel (civilian and military) to pay for costs incident to official business travel unless specifically exempted by authority of the Administrator of General Services or the head of the agency.

Government travel cardholders shall obtain cash, as authorized, through automated teller machines (ATM), rather than obtaining cash advances from a Government disbursing officer.

2-2

[https://dtscdwebgov.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dt\\_EWTS01\\_...](https://dtscdwebgov.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dt_EWTS01_...) 5/27/2007

Preview: EDSANDIEGOCA080607\_A13 Adjustment: 0

Page 3 of 5

Submission of travel claims shall be submitted within five (5) working days of return to or arrival at the Permanent Duty Station (PDS). In the case of extended TDY/TAD (over 45 days), the traveler shall submit a claim for each 30-day period. That claim must be submitted within five (5) days after each 30-day period.

If the trip itinerary is canceled or changed after tickets or transportation requests are issued to the traveler, the traveler is liable for their value until all ticket coupons have been used for official travel and/or all unused tickets or coupons are properly accounted for on the travel reimbursement voucher.

The use of a Government-Contracted Commercial Travel Office (CTO) to arrange official travel is mandatory. If the contracted CTO is not used to make official travel arrangements, the traveler must provide a statement in detail as to exactly why the CTO is not available or otherwise not being used.

(1)  
Reimbursement claimed for manually entered expense(s): internet access. Authorizing Official has specifically approved reimbursement for the manually entered expenses(s).

(2)  
annual leave approved by supervisor

(3)  
atm advance authorized for M&IE

=====11) FUNDS OBLIGATED=====

10) AUTHORIZED BY	TITLE	DATE	INITIALS	DATE
-------------------	-------	------	----------	------

=====

12) GTR/TICKET NO	VALUE	CR	CLS	DATE	FROM	TO
See Attached Ticket	0.00	WN			BWI	SAN
See Attached Ticket	0.00	AA			SAN	LHR
See Attached Ticket	0.00	UA			LHR	BWI

=====

13) ITINERARY AND TRANSPORTATION EXPENSES - doc.trip NO  
1

DATE	TIME	DEPARTED/ARRIVED	LOCATIONS	MODE	COST	DESCRIPTION
08/06/07		D-RES:	ARLINGTON, VA			
08/06/07				CP	159.40	Comm Air (Indiv B
08/06/07		A-SAN	DIEGO, CA			
08/06/07				CA	72.66	Commercial Auto-T
08/09/07		D-SAN	DIEGO, CA			

2-3

[https://dtscdcwebgov.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dt\\_EWTS01\\_...](https://dtscdcwebgov.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dt_EWTS01_...) 5/27/2007



Preview: EDSANDIEGOCA080607\_A13 Adjustment: 0

Page 4 of 5

08/09/07		CP	225.10 Comm Air (Indiv B
08/09/07	A-NEW CASTLE@[OTHER],GBR		
08/12/07	D-NEW CASTLE@[OTHER],GBR		
08/12/07	A-LONDON,GBR		
08/13/07	D-LONDON,GBR		
08/13/07		PAT	19.40 Pvt Auto-Terminal
			Mileage: 40 Rate: .485

=====

05/27/07	TRAVEL AUTHORIZATION	DOC NO:	EDSANDIEGOCA080607_A1
PAGE	4 ** Read Privacy Act On Last Page **	AUTH NO:	

=====

13) ITINERARY AND TRANSPORTATION EXPENSES - doc.trip NO  
1

DATE	TIME	DEPARTED/ARRIVED	LOCATIONS	MODE	COST	DESCRIPTION
08/13/07				CP	525.70	Comm Air (Indiv B
08/13/07			A RES: ARLINGTON, VA			

-----

TOTAL TRANSPORTATION EXPENSES	1002.26
-------------------------------	---------

=====

14) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL	LODGING	MEALS	M&IE	P-DIEM	OTHER EXPENSES	AMOUNT
		ALLOWED	B L D	ALLOW	RATE		
						Authorized Business Cal	20.00
						Registration Fees	200.00
						Hotel Room Tax	80.00
						Parking - Terminal	32.00
						internet access	20.00
						Public Transit	42.00
08/06	134.10	134.10		48.00			0.00
	ACTUAL LDG:	134.10					
08/07	134.10	134.10		64.00			0.00
	ACTUAL LDG:	134.10					
08/08	134.10	134.10		64.00			0.00
	ACTUAL LDG:	134.10					
08/09	0.00	0.00		0.00			0.00
	ANNUAL LEAVE -	8.00	HOURS				
08/10	199.00	199.00		117.00			0.00
08/11	199.00	199.00		117.00			0.00

2-4

[https://dtsdcwebgov.defensetravel.osd.mil/cgi-bin/wspd\\_cgi.sh/WService=dts\\_EWTS01\\_...](https://dtsdcwebgov.defensetravel.osd.mil/cgi-bin/wspd_cgi.sh/WService=dts_EWTS01_...) 5/27/2007

Preview: EDSANDIEGOCA080607\_A13 Adjustment: 0

Page 5 of 5

08/12	118.25	118.25	181.00	0.00
08/13	0.00	0.00	135.75	0.00
		-----	-----	-----
		918.55	726.75	394.00

=====RATE TABLE DATE=10/01/06=====

=====

2-5

[https://dtscdwebgov.defensetravel.osd.mil/cgi-bin/wspd CGI.SH/WSERVICE=dtS\\_EWTS01\\_...](https://dtscdwebgov.defensetravel.osd.mil/cgi-bin/wspd CGI.SH/WSERVICE=dtS_EWTS01_...) 5/27/2007

Preview: ED050107\_L01 Adjustment: 0

Page 1 of 3

=====

Local Travel Claim for Reimbursement - Defense Travel System

=====

Page 1

Voucher:  
Auth. No:

Name: DTMOPRO-Z, Eric

SSN:

Address: 123 anywhere street

Office Phone:

Arlington, VA 22203

DTS Org:

Grade/Rank:  
TTRA Status:

=====

Expenses

=====

Non-Mileage:

Date	Expense Type	Event Purpose	Per Diem Location	Actual Cost	Allowed Cost	Me Re
01-May-07	Tolls (highway	Local Conferenc		\$6.00	\$6.00	Pe
01-May-07	Parking - Local	Local Conferenc		\$20.00	\$20.00	Pe
				Total:	\$26.00	

Mileage:

Date	From Location	To Location	Expense Type	Odom Miles	Norm Comm Mile/ Cost	P R
01-May-07	RES: ARLINGTON, V	baltimore, md	Private Auto Mileage	50	10	.
01-May-07	baltimore, md	RES: ARLINGTON, V	Private Auto Mileage	50	10	.
30-Apr-07	RES: ARLINGTON, V	baltimore, md	Private Auto Mileage	50	10	.
30-Apr-07	baltimore, md	RES: ARLINGTON, V	Private Auto Mileage	50	10	.
					Total:	

Total Amount Claimed: \$103.60

=====

COMMENTS=====

Attending a local Conference for two days.  
Accounting Classification Code

MILEAGE-PD	77.60
OTHER-PD	20.00
TRANSPORT-PD	6.00

07 LOCAL 103.60  
000173^97^^^X^^4930^NH4A^210^77777^0^000173^2F^N^00173^^^^^^55123407523^^

=====

PRE-AUDIT JUSTIFICATIONS

3-1

[https://dtscdcwebgov.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dtsewts01\\_...](https://dtscdcwebgov.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dtsewts01_...) 5/29/2007

Preview: ED050107\_L01 Adjustment: 0

Page 2 of 3

```
=====
MULTIPLE RESIDENCE ON DATE      04/30/2007,05/01/2007 - MUST JUSTIFY
                                MULTIPLE LOCAL TRAVEL TO/FROM RESIDENCE ON
                                SAME DAY.

                                JUSTIFICATIONS:  local conference

ACCT CODES INVALID              ACCT CODE(S) ENTERED NOT VALID IN MASTER
                                LIST.  SEE FINANCE DEFENSE TRAVEL
                                ADMINISTRATION(FDTA) FOR ASSISTANCE.

                                JUSTIFICATIONS:  07 LOCAL

FIELDS CHANGED:
CC:      55123407523
=====
```

```
=====
I certify that this voucher is true and correct to the best of my knowledge and bel
and that payment or credit has not been received by me.
=====
```

```
Claimant Signature
=====
I have reviewed the travel claim as signed by the traveler and agree that the Gover
should pay the claim. My review was conducted in accordance with DOD substantiatio
certifying officer requirements. This claim is certified correct and proper for pa
=====
```

```
Authorizing Official/Certifying Official Signature
=====
```

```
FOR PAYMENTS MADE OUTSIDE OF DTS:
-----
Paid By: | Cash Payment Receipt:
         | -----
         | Payee Signature: | Dat
         | | -----
         | | Amo
         | -----
         | Payment made by Check No.
         | -----
-----
```

```
=====
Finance Office Comments/Computation:
=====
```

```
=====
```

```
=====
```

3-2

[https://dtsdcwebgov.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dts\\_EWTS01\\_...](https://dtsdcwebgov.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dts_EWTS01_...) 5/29/2007

Preview: ED050107\_L01 Adjustment: 0

Page 3 of 3

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[https://dtsdcwebgov.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=mts\\_EWTS01\\_...](https://dtsdcwebgov.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=mts_EWTS01_...) 5/29/2007

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks. EDSANDIEGOCOA080607 V06			
1. PAYMENT <input checked="" type="checkbox"/> Electronic Fund Transfer(EFT) <input checked="" type="checkbox"/> Split Disbursement: Amount to Government Travel Charge Card Payment by Check \$ 2263.18							
2. NAME (Last, First, Middle Initial)(Print or type) DTMOPRO-Z, Eric		3. GRADE AD-00		4. SSN 973-06-6436		5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> PCS <input type="checkbox"/> Member/Employee <input type="checkbox"/> Other <input type="checkbox"/> DLA	
6. ADDRESS a. NUMBER AND STREET 123 anywhere street		b. CITY Arlington		c. STATE VA		d. ZIP CODE 22203	
e. E-MAIL ADDRESS eric.z@nrl.navy.mil				10. FOR D.O. USE ONLY			
7. DAYTIME TELEPHONE NUMBER & AREA CODE 888-347-2222		8. TRAVEL ORDER NUMBER ONYI09		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES Travel Advance - 0.00		a. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION DTMO Proliferation T -				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		b. SUBVOUCHER NUMBER	
12. DEPENDENT(S) (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (Explain in Remarks)		c. PAID BY	
a. NAME (Last, First, Middle Initial)		b. RELATIONSHIP		c. DATE OF BIRTH OR MARRIAGE		d. COMPUTATIONS	
15. ITINERARY				e. SUMMARY OF PAYMENT			
a. DATE	b. PLACE (Home, Office, Base, Activity, City, and State; City and Country, etc.)	c. MEANS/ MODE OF TRAVEL	d. REASON FOR STOP	e. LODGING COST	f. POC MILES		
08/06 DEP	RES: ARLINGTON, VA	CP					
08/06 ARR	SAN DIEGO, CA	CP	TD	402.30			
08/06 DEP	SAN DIEGO, CA	CP					
08/10 ARR	NEW CASTLE@ [OTHER]	CP	TD	398.00			
08/12 DEP	NEW CASTLE@ [OTHER]	CP					
08/12 ARR	LONDON, GBR	CP	TD	147.81			
08/13 DEP	LONDON, GBR	CP					
08/13 ARR	RES: ARLINGTON, VA	CP	MC		50		
08/13 DEP							
08/13 ARR							
08/13 DEP							
08/13 ARR							
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TDY TRAVEL			
18. REIMBURSABLE EXPENSES				12 HOURS OR LESS			
a. DATE	b. NATURE OF EXPENSE	c. AMOUNT	d. ALLOWED	MORE THAN 12 HOURS BUT 24 HOURS OR LESS			
08/06	Comm Air (In	159.40		MORE THAN 24 HOURS			
08/06	Parking - Te	28.00					
08/06	Authorized B	25.00	X				
08/06	Registration	200.00					
08/06	Hotel Room T	80.00					
08/06	Gasoline-Ren	50.00					
08/06	Commercial A	96.87					
19. GOVERNMENT/DEDUCTIBLE MEALS							
a. DATE	b. NO. OF MEALS	a. DATE	b. NO. OF MEALS				
08/07/07	D						
20. a. CLAIMANT SIGNATURE				b. DATE			
21. a. APPROVING OFFICER SIGNATURE				b. DATE			
22. ACCOUNTING CLASSIFICATION ACCOUNTING CLASSIFICATIONS continued on CONTINUATION page							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
						28. AMOUNT PAID 3205.18	

DD FORM 1351-2, JUL 2002

PREVIOUS EDITION IS OBSOLETE.

Exception to SF 1012 approved by GSA/IRMS 12-91.

4-1



[illegible]

<b>PRIVACY ACT STATEMENT</b>																																													
<b>AUTHORITY:</b> 5 U.S.C. Section 5701, 37 U.S.C Sections 404-427, 5 U.S.C. Section 301, DoDFMR 7000.14-R, Vol. 9, and E.O. 9397.																																													
<b>PRINCIPAL PURPOSE(S):</b> This record is used for reviewing, approving, accounting, and disbursing money for claims submitted by Department of Defense (DoD) travelers for official Government travel. The Social Security number (SSN) is used to maintain a numerical identification filing system for filing and retrieving individual claims.																																													
<b>ROUTINE USE(S):</b> Disclosures are permitted under 5 U.S.C. 552a(b), Privacy Act of 1974, as amended. In addition, information may be disclosed to the Internal Revenue Service for travel allowances, which are subject to Federal income taxes, and for any DoD 'Blanket Routine Use' as published in the Federal Register.																																													
<b>DISCLOSURE:</b> Voluntary; however, failure to furnish information requested may result in total or partial denial of amount claimed.																																													
<b>PENALTY STATEMENT</b>																																													
There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).																																													
<b>INSTRUCTIONS</b>																																													
<b>ITEM 1 - PAYMENT</b>  Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example: \$250.00 in the 'Amount to Government Travel Charge Card' block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, 'all' of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT is not directed.	<b>ITEM 15 - ITINERARY - SYMBOLS</b>  <b>15c. MEANS/MODE OF TRAVEL</b> (Use two letters)  <table style="width: 100%; border: none;"> <tr> <td>GTR/TKT</td> <td>-T</td> <td>Automobile</td> <td>-A</td> </tr> <tr> <td>Government Transportation</td> <td>-G</td> <td>Motorcycle</td> <td>-M</td> </tr> <tr> <td>Commercial Transportation</td> <td></td> <td>Bus</td> <td>-B</td> </tr> <tr> <td>(Own expense)</td> <td>-C</td> <td>Plane</td> <td>-P</td> </tr> <tr> <td>Privately Owned</td> <td></td> <td>Rail</td> <td>-R</td> </tr> <tr> <td>Conveyance (POC)</td> <td>-P</td> <td>Vessel</td> <td>-V</td> </tr> </table> <b>15d. REASON FOR STOP</b>  <table style="width: 100%; border: none;"> <tr> <td>Authorized Delay</td> <td>-AD</td> <td>Leave En Route</td> <td>-LV</td> </tr> <tr> <td>Authorized Return</td> <td>-AR</td> <td>Mission Complete</td> <td>-MC</td> </tr> <tr> <td>Awaiting Transportation</td> <td>-AT</td> <td>Temporary Duty</td> <td>-TD</td> </tr> <tr> <td>Hospital Admittance</td> <td>-HA</td> <td>Voluntary Return</td> <td>-VR</td> </tr> <tr> <td>Hospital Discharge</td> <td>-HD</td> <td></td> <td></td> </tr> </table>	GTR/TKT	-T	Automobile	-A	Government Transportation	-G	Motorcycle	-M	Commercial Transportation		Bus	-B	(Own expense)	-C	Plane	-P	Privately Owned		Rail	-R	Conveyance (POC)	-P	Vessel	-V	Authorized Delay	-AD	Leave En Route	-LV	Authorized Return	-AR	Mission Complete	-MC	Awaiting Transportation	-AT	Temporary Duty	-TD	Hospital Admittance	-HA	Voluntary Return	-VR	Hospital Discharge	-HD		
GTR/TKT	-T	Automobile	-A																																										
Government Transportation	-G	Motorcycle	-M																																										
Commercial Transportation		Bus	-B																																										
(Own expense)	-C	Plane	-P																																										
Privately Owned		Rail	-R																																										
Conveyance (POC)	-P	Vessel	-V																																										
Authorized Delay	-AD	Leave En Route	-LV																																										
Authorized Return	-AR	Mission Complete	-MC																																										
Awaiting Transportation	-AT	Temporary Duty	-TD																																										
Hospital Admittance	-HA	Voluntary Return	-VR																																										
Hospital Discharge	-HD																																												
<b>REQUIRED ATTACHMENTS</b>  1. Original and/or copies of all travel orders and amendments, as applicable. 2. Two copies of dependent travel authorization if issued. 3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel. 4. Copy of GTR, MTA or ticket used. 5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more. 6. Other attachments will be as directed.	<b>ITEM 15e. LODGING COST</b> Enter the total cost for lodging.  <b>ITEM 19 - DEDUCTIBLE MEALS</b> Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess(see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.																																												
<b>29. REMARKS</b>																																													
INDICATE DATES ON WHICH LEAVE WAS TAKEN: Reimbursement claimed for manually entered expense(s): Internet fee. Authorizing Official has specifically approved reimbursement for the manually entered expenses(s).																																													

DD FORM 1351-2 (BACK), JUL 2002

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Preview: EDSANDIEGOCA080607\_V06 Adjustment: 0

Page 2 of 4

9) APPROVED,

DATE

```
=====
05/29/07      TRAVEL VOUCHER      | Voucher:      EDSANDIEGOCA080607_V0
PAGE   2    ** Read Privacy Act On Last Page ** |DTMOPRO-Z      XXX-XX-6436
=====
4) ACCOUNTING CLASS CODE      TRIP 3      TRIP 2      TRIP 1
-----
07 TDY                        3,000.18
000173^97^^^X^^4930^NH4A^210^77777^0^000173^2F^N^00173^*****21^^
=====
```

(11) ITINERARY AND TRANSPORTATION EXPENSES - TRIP NO 1

DATE	TIME	DEPARTED/ARRIVED LOCATIONS	MODE	COST	DESCRIPTION
08/06/07		D-RES: ARLINGTON, VA			
08/06/07			CP	159.40	Comm Air (Indiv Bill)
08/06/07		A-SAN DIEGO, CA			
08/06/07			CA	96.87	Commercial Auto-TDY/TAD
08/09/07		D-SAN DIEGO, CA			
08/09/07			CP	225.10	Comm Air (Indiv Bill)
08/10/07		A-NEW CASTLE@ [OTHER], GBR			
08/12/07		D-NEW CASTLE@ [OTHER], GBR			
08/12/07		A-LONDON, GBR			
08/13/07		D-LONDON, GBR			
08/13/07			PAT	24.25	Pvt Auto-Terminal Mileage: 50 Rate: .485
08/13/07			CP	525.70	Comm Air (Indiv Bill)
08/13/07		A RES: ARLINGTON, VA			
TOTAL TRANSPORTATION EXPENSES				1031.32	

(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES

DATE	ACTUAL LODGING MEALS M&IE P-DIEM LODGING ALLOWED B L D ALLOW RATE	OTHER EXPENSES	AMOUNT
08/06		Parking - Terminal	28.00
08/06		Authorized Business C	25.00
08/06		Registration Fees	200.00
08/06		Hotel Room Tax	80.00
08/06		Gasoline-Rental/Govt.	50.00
08/13		Internet fee	20.00

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Preview: EDSANDIEGOCA080607\_V06 Adjustment: 0

Page 3 of 4

08/13					GOVCC ATM ADVANCE FEE	5.00
08/06	134.10	134.10		48.00	131/64	0.00
	ACTUAL LDG: 134.10					
08/07	134.10	134.10	X	38.00	131/64	0.00
	ACTUAL LDG: 134.10					
	MEALS PROVIDED					
08/08	134.10	134.10		64.00	131/64	0.00
	ACTUAL LDG: 134.10					

```
=====
05/29/07          TRAVEL VOUCHER          | Voucher:      EDSANDIEGOCA080607_V0
PAGE    3  ** Read Privacy Act On Last Page ** |DTMOPRO-Z      XXX-XX-6436
=====
(12) SUBSISTENCE AND OTHER REIMBURSABLE EXPENSES (CONT'D)
```

DATE	ACTUAL LODGING	LODGING ALLOWED	MEALS B L D	M&IE ALLOW	P-DIEM RATE	OTHER EXPENSES	AMOUNT
08/09	0.00		0.00		117.00 199/117		0.00
08/10	199.00		199.00		117.00 199/117		0.00
08/11	199.00		199.00		117.00 199/117		0.00
08/12	147.81		147.81		181.00 337/181		0.00
08/13	0.00		0.00		135.75 337/181		0.00
			948.11		817.75		408.00

```
=====
13) PRE-AUDIT JUSTIFICATIONS
Add GOVCC-Individual ATM          Add GOVCC-Individual ATM

JUSTIFICATIONS:  Paid cash withdrawl

ACTUALS EXPENSE                   ACTUAL EXPENSE ALLOWANCE REQUESTED.

JUSTIFICATIONS:  by staying conference hotel i will not need
                  rental car, gas or parking. This is less
                  costly to the government.

FOREIGN TRAVEL                   FOREIGN TRAVEL DOC. SEE DEFENSE TRAVEL
                                  ADMINISTRATOR(DTA) PERSONNEL FOR SPECIAL
                                  PROCESSING REQUIREMENTS.

JUSTIFICATIONS:  ADVISORY

POSSIBLE EXCESSIVE EXPENSE        Hotel Room Tax EXISTS FOR OCONUS TRAVEL FOR
                                  08/06/07.

JUSTIFICATIONS:  claimed hotel tax for san diego only.
```

```
==== (14) COMMENTS: =====
Transportation expenses on this itinerary indicated as GOVCC-Individual
are billed to an individually billed account and are reimbursable to
the traveler.
```

VER7.1=RATE TBL DATE=10/01/06=Defense Travel System=====

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[https://dtscdwebgov.defensetravel.osd.mil/cgi-bin/wspd CGI.sh/WService=dtS\\_EWTS01\\_...](https://dtscdwebgov.defensetravel.osd.mil/cgi-bin/wspd CGI.sh/WService=dtS_EWTS01_...) 5/29/2007

Preview: EDSANDIEGOCA080607\_V06 Adjustment: 0

Page 4 of 4

=====

REMARKS:

Reimbursement claimed for manually entered expense(s): Internet fee.  
Authorizing Official has specifically approved reimbursement for the  
manually entered expenses(s).

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[https://dtsdcwebgov.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dts\\_EWTS01\\_...](https://dtsdcwebgov.defensetravel.osd.mil/cgi-bin/wspd.cgi.sh/WService=dts_EWTS01_...) 5/29/2007

Trip Summary

Page 1 of 2

DTS Detailed Travel Itinerary for Eric DTMOPRO-Z

DTS Document Name EDSANDIEGOCA080607\_A13  
DTS / CTO Confirmation: 0X2R1P,0KFVCV  
(Please Reference this number when contacting the CTO.)

Travel / TDY Information:

Trip Type: AA-ROUTINE TDY/TAD  
Trip Purpose: CONFERENCE ATTENDANCE  
Trip Description: to attend the annual IEE conference, and a site visit to NATO

Location - 1 SAN DIEGO,CA Time Zone: PST (09)

Leave From: RES: ARLINGTON,VA  
Arrive: 06-Aug-07  
Leave: 09-Aug-07

Location - 2 NEW CASTLE@[OTHER],GBR Time Zone: GMT (01)

Leave From: SAN DIEGO,CA  
Arrive: 09-Aug-07  
Leave: 12-Aug-07

Location - 3 LONDON,GBR Time Zone: GMT (01)

Leave From: [OTHER],GBR  
Arrive: 12-Aug-07  
Leave: 13-Aug-07

06-Aug-07

Air:

Southwest - Flight: 597

09:00 AM BWI-Baltimore, MD (USA)	Depart: Mon 06-Aug-07	Non-Stop Flight	Seat:	Air Confirmation: 123456
(Balt. Int'l. Apt)	Arrive: Mon 06-Aug-07	Elapsed Travel Time: 5h 20min		Frequent Flyer:
11:20 AM SAN-San Diego, CA (USA)				Special Requests:
(Int'l. Apt)				

Car:

THRIFTY

SAN - San Diego International, CA (Unite)	Pick-Up: 08/06/07 Time: 12:00 PM	Drop-off: 08/09/07 Time: 10:00 AM	Class: Compact Car	Car Confirmation: ABCD1234678 Frequent Renter: Special Request:
-------------------------------------------	-------------------------------------	--------------------------------------	-----------------------	-----------------------------------------------------------------------

Dropoff Location: SAN - San Diego International, CA (Unite)	Daily \$15.00, Unlimited miles/kilometers, Estimated Total Cost \$72.66
----------------------------------------------------------------	----------------------------------------------------------------------------

Lodging:

Ramada Limited

3747 Midway Dr  
SAN DIEGO CA 92110  
United States  
Phone: 619/225-1295  
Fax: 619/222-2123  
Toll Free: 800/272-6232

Phone Number:  
619/225-1295  
Fax Number:  
619/222-2123

Check In: 08/06/07	Check Out: 08/09/07	Hotel Confirmation: 12345678- Room Type Code: K11SGV Frequent Guest: Special Request:
-----------------------	------------------------	------------------------------------------------------------------------------------------------

Room: RA GOVERNMENT DISCOUNT RATE ID COMFORTABLE ROOM WITH 1 KING BED STANDARD AMENITIES/SMOKING	Hotel Policies: Cancellations not received according to hotel policy may result in financial obligations such as cancellation penalties. For the hotel cancellation policy, view "Additional Hotel Information" or the pr website.
-----------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

09-Aug-07

Air:

American - Flight: 874

11:10 AM SAN-San Diego, CA (USA)	Depart: Thu 09-Aug-07	Elapsed Travel Time: 4h 5min	Seat: 17F	Air Confirmation: 123456 Frequent Flyer:
(Int'l. Apt)				

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<https://dtscdwebgov.defensetravel.osd.mil/dts/app?service=page/PrintFinalItinerary>

5/27/2007



Trip Summary

Page 2 of 2

05:15 PM ORD-Chicago, IL (USA)  
(O'Hare Apt)

Arrive:  
Thu 09-Aug-07

Lay-over Time:  
45min

Special Requests:

**American - Flight: 66**

06:00 PM ORD-Chicago, IL (USA)  
(O'Hare Apt)  
07:50 AM LHR-London, England  
(Heathrow Apt)

Depart:  
Thu 09-Aug-07  
Arrive:  
Fri 10-Aug-07

Elapsed Travel Time:  
7h 50min

Seat:  
17F

Air Confirmation: 123456  
Frequent Flyer:  
Special Requests:

**10-Aug-07**

**Lodging:**

**EXPRESS BY HOLIDAY INN**  
PORT ROAD

Phone Number:

Check In:  
08/10/07

Check Out:  
08/12/07

Hotel Confirmation: 12345678-  
Room Type Code: OSN523A  
Frequent Guest:  
Special Request:

Fax:

Room:  
GOVERNMENT RATE ID REQ  
1 DOUBLE BED WITH SOFABED  
NONSMOKE CLIMATE CONTROL  
DATAPORT  
BROADBAND ACCESS  
VOICEMAIL HAIRDRYER MOVIES  
ON DEMAND NO

Hotel Policies:  
Cancellations not received according to hotel policy may result in financial obligations such as cancellation penalties. For the hotel cancellation policy, view "Additional Hotel Information" or the prop website.

**12-Aug-07**

**Lodging:**

**Holiday Inn London/Heath**  
Bath Rd, Corner Sipson Way  
LONDON EN U87 ODP  
United Kingdom  
Phone: 442089900000  
Fax: 442085647744

Phone Number:  
442089900000  
Fax Number:  
442085647744

Check In:  
08/12/07

Check Out:  
08/13/07

Hotel Confirmation: 12345678-  
Room Type Code: STN523A  
Frequent Guest:  
Special Request:

Room:  
GOVERNMENT RATE ID REQ  
STANDARD ROOM STANDARD  
ROOM NO ROLLAWAY BED  
POSSIBLE MAX 2  
PPL SMOKING AND BED TYPE  
PREFERENCE FOR THIS ROOM  
TYPE WILL

Hotel Policies:  
Cancellations not received according to hotel policy may result in financial obligations such as cancellation penalties. For the hotel cancellation policy, view "Additional Hotel Information" or the pr website.

**13-Aug-07**

**Air:**

**United - Flight: 929**

08:00 AM LHR-London, England  
(Heathrow Apt)  
10:31 AM ORD-Chicago, IL (USA)  
(O'Hare Apt)

Depart:  
Mon 13-Aug-07  
Arrive:  
Mon 13-Aug-07

Elapsed Travel Time:  
8h 31min  
Lay-over Time:  
3h 34min

Seat:  
17F

Air Confirmation: 123456  
Frequent Flyer:  
Special Requests:

**United - Flight: 1236**

02:05 PM ORD-Chicago, IL (USA)  
(O'Hare Apt)  
04:56 PM BWI-Baltimore, MD (USA)  
(Balt. Int'l. Ap

Depart:  
Mon 13-Aug-07  
Arrive:  
Mon 13-Aug-07

Elapsed Travel Time:  
1h 51min

Seat:  
17F

Air Confirmation: 123456  
Frequent Flyer:  
Special Requests:

6-2



**Defense Travel System**  
A New Era of Government Travel

## DTS Receipts Cover Page

Please fax this cover page, together with your receipts to DTS.

**Warning: Make sure you physically mask out your SSN on any faxed documents!**

- If you are dialing from the National Capital Region, please use the number at the bottom of this form if this is a local call. This will reduce the cost of this service.
- If you are in the United States, please use 1-888-222-5061, toll free.
- If you are dialing from outside of the United States then use the numbers listed above (with the appropriate international prefix.) Your long distance telephone company may charge you for this call.

Receipts may take up to five minutes to appear on the document.



EDSANDIEGOCA080607\_V13

Note: Bar code must be present above.

### Notes

Local National Capital Region number - listed above

7-1

<https://dtsdcwebgov.defensetravel.osd.mil/receiptimaging/servlet/GenPrintCoverServlet?...> 5/27/2007



THE CITY OF  
**SAN DIEGO**

1200 - 3<sup>rd</sup> Avenue, San Diego, California 92101

OFFICE OF  
CITY TREASURER  
Transient Occupancy Tax  
(619-236-6647)

**REQUEST FOR TOT EXEMPTION FOR UNITED STATES  
GOVERNMENT EMPLOYEES AND THEIR INSTRUMENTALITIES**

This form is to be completed in full by persons claiming exemption from the Transient Occupancy Tax of the City of San Diego. Any exemption applies only to those days during which you are engaged in business for your employer and not to other days of your occupancy. Please print the information requested below.

Name/Title: \_\_\_\_\_

Work Telephone Number: \_\_\_\_\_

Government Entity (Employer): \_\_\_\_\_

Employer Address: \_\_\_\_\_  
(Include City, State, Zip)

Purpose of Stay: \_\_\_\_\_

Date(s) and Location of Event (if applicable): \_\_\_\_\_

Hotel Name and Location: \_\_\_\_\_

Date(s) of Hotel/Motel Stay: \_\_\_\_\_

Supervisor's Name and Telephone Number: \_\_\_\_\_

Documentation Used for Proof of Employment: \_\_\_\_\_

I certify under penalty of perjury that the above information is correct and that the purpose of the above mentioned stay was for official Federal or State of California government business. If this stay is used, in whole or in part, for non-business purposes, I shall be liable for payment of the applicable Transient Occupancy Tax of the City of San Diego for my occupancy on such non-business days.

Signature \_\_\_\_\_

Date \_\_\_\_\_

8-1



**SAMPLE MEMORANDUM FORMAT FOR AUTHORIZING CROSS  
CHARGING OF JOB ORDERS/FUNCTIONS BETWEEN DIVISIONS FOR TDY  
PURPOSES**

When TDY/TAD expenses will be charged to a job order/function "owned" by a Division that is not the employing Division of the traveler, the Division "owning" the job order/function shall submit a memorandum authorizing such cross charging to Code 3352.2 so that an appropriate temporary edit/authorization can be made in IMPS. Below is a sample format for the memorandum.

---

Ser  
Date

**MEMORANDUM**

From: Code \_\_\_\_\_  
To: Code 3352.2

Subj: AUTHORIZATION TO CROSS CHARGE JOB ORDER FOR TDY PURPOSES

1. Effective (insert TDY dates), authorization is hereby given for (insert name and organization code of traveler) to charge TDY costs to (insert job order number).
2. If you have any questions please contact (insert POC and phone number).

\_\_\_\_\_  
(Division Administrative Officer or  
Division Head)

Copy to:  
Code \_\_\_\_\_ (Admin Officer of Traveler Division)

9-1

## DIRECT CITE FORM

DATE:

SUBJECT: TRAVEL FOR (INSERT NAME , RANK and DUTY STATION)

1. The following Direct Cite Authorization is provided for travel for (insert name and **full** social security number), to attend (insert type of TDY and location of TDY) on (insert dates of TDY). The following selection's are authorized: (Check all that apply)

EXPENSES ALLOWED		TRANSPORTATION ALLOWED	
<b>Meals:</b>			
* <input type="checkbox"/> CMR	<input type="checkbox"/> Incidental Exp.	<input type="checkbox"/> Commercial Air	
* <input type="checkbox"/> GMR	<input type="checkbox"/> Rental Car	<input type="checkbox"/> Train	
* <input type="checkbox"/> PMR		<input type="checkbox"/> Bus	
		<input type="checkbox"/> POV	

\* *CMR - Commerical Meal Rate - this is the normal meal rate given for Government Travel.*

\* *GMR - Government Meal Rate - this is normally used by Military Personnel or civilians when TDY is on a military base.*

\* *PMR - Proportional Meal Rate - this is used when one or more meals will be provided to the traveler at no cost.*

2. In view of this letter, NRL Travel Office will load the following job order information into DTS prior to the traveler preparing his or her DTS Authorization:

**97 X 4930 NH4A 210 77777 0 000173 2F N 00173 (INSERT JOB ORDER NUMBER HERE)**

3. The estimated cost of this travel is \$\_\_\_\_\_.

4. Request a copy of the travel authorization and voucher be emailed to (insert email address here).

5. If you have any questions, please contact the NRL DTS Help Desk at 202-767-3444 or email at [help\\_dts@nrl.navy.mil](mailto:help_dts@nrl.navy.mil)

6. Comments:

EXPENSES NOT APPROVED ON ORIGINAL AUTHORIZATION - SAMPLE

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks. SPHONOLULUHI010207 V01			
1. PAYMENT <input type="checkbox"/> Electronic Fund Transfer(EFT) <input checked="" type="checkbox"/> Split Disbursement: Amount to Government Travel Charge Card <input checked="" type="checkbox"/> Payment by Check \$ 3429.58				5. TYPE OF PAYMENT (X as applicable) <input checked="" type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA			
2. NAME (Last, First, Middle Initial)(Print or type) PracticeG, Sleepy		3. GRADE GS-11		4. SSN 322-08-0838			
6. ADDRESS a. NUMBER AND STREET 1234 sap street		b. CITY La Plata		c. STATE MD		d. ZIP CODE 20646	
e. E-MAIL ADDRESS sleepy@myemail.com				10. FOR D.O. USE ONLY			
7. DAYTIME TELEPHONE NUMBER & AREA CODE 202-404-2003		8. TRAVEL ORDER NUMBER 0NY98C		9. PREVIOUS GOVERNMENT PAYMENTS/ ADVANCES Travel Advance - 0.00		a. D.O. VOUCHER NUMBER	
11. ORGANIZATION AND STATION Naval Research Labra -				13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)		b. SUBVOUCHER NUMBER	
12. DEPENDENT(S) (X and complete as applicable) a. ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED <input type="checkbox"/> a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE				14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? (X one) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (Explain in Remarks)		c. PAID BY	
15. ITINERARY a. DATE 2007 b. PLACE (Home, Office, Base, Activity, City, and State; City and Country, etc.) 01/02 DEP RES: LA PLATA, MD 01/02 ARR HONOLULU, HI 01/02 DEP HONOLULU, HI 01/04 ARR AGANA, GU 01/23 DEP AGANA, GU 01/23 ARR RES: LA PLATA, MD ARR ARR ARR ARR ARR				MEANS/ MODE OF TRAVEL PAT CA PAT MC		d. COMPUTATIONS By signing this voucher I authorize reimbursement of \$902.00 for the rental car expense not approved on the original authorization for this TDY.	
16. POC TRAVEL (X one) <input checked="" type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER				17. DURATION OF TDY TRAVEL 12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS MORE THAN 24 HOURS		e. SUMMARY OF PAYMENT (1) Per Diem 4206.50 (2) Actual Expense Allowance 0.00 (3) Mileage 23.14 (4) Dependent Travel 0.00 (5) DLA 0.00 (6) Reimbursable Expenses 1000.58 (7) Total 5230.22 (8) Less Advance 0.00 (9) Amount Owed 0.00 (10) Amount Due 5230.22	
18. REIMBURSABLE EXPENSES a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED 01/02 Gasoline-Ren 38.76 01/02 Rental Car 902.00 01/02 Hotel Room T 17.82 01/02 Authorized B 27.00 01/02 Airport Shut 15.00				19. GOVERNMENT/DEDUCTIBLE MEALS a. DATE b. NO. OF MEALS c. DATE b. NO. OF MEALS			
20. a. CLAIMANT SIGNATURE b. DATE c. SUPERVISOR SIGNATURE d. DATE				21. APPROVING OFFICER SIGNATURE b. DATE			
22. ACCOUNTING CLASSIFICATION ACCOUNTING CLASSIFICATIONS continued on CONTINUATION page							
23. COLLECTION DATA							
24. COMPUTED BY		25. AUDITED BY		26. TRAVEL ORDER POSTED BY		27. RECEIVED (Payee Signature and Date or Check No.)	
						28. AMOUNT PAID 5230.22	

DD FORM 1351-2, JUL 2002

PREVIOUS EDITION IS OBSOLETE.

Exception to SF 1012 approved by GSA/IRMS 12-01.

## INSTRUCTIONS FOR USER REGISTRATION DEFENSE TRAVEL SYSTEM

NRL employees who travel, prepare travel orders, prepare travel vouchers, and/or review/approve travel orders/vouchers need to register in the Defense Travel System (DTS) at [www.defensetravel.osd.mil](http://www.defensetravel.osd.mil). The security software program DBSign must be installed on the computer used to access DTS; this software is available to download at no cost at the same website. You will need to have your Common Access Card (CAC), CAC PIN, and a CAC reader.

To make completing this profile easier we suggest you have the following information available:

- Your bank account number and bank routing number (bank routing numbers are always 9 digits in length) for where you have your travel-related reimbursements direct-deposited.
- Your Government VISA Travel Credit Card (referred to as GOVCC within DTS).
- Your Social Security Number.

Once you are able to access the DTS website please select the green icon reading "LOGIN TO DTS". Next you will be prompted to "Accept" or "Decline" to the terms and conditions of using DTS. Once you click "Accept", the system will prompt you to enter your CAC PIN for validation purposes.

Please note that items marked with an asterisk (\*) are mandatory fields that must be completed. Also, all information must be entered in capital/upper-case letters.

After you are logged into the DTS site, you will be required to complete the following preliminary tasks:

- Enter your social security number twice. Do not copy and paste.
- Click on "self register", this will bring you to another page
- Click on the "Administrative" tab, then choose "self registration".
- At the top of this page will be several information tabs, click the "Basic Information" tab to enter your DTS profile.

### Registration Information by Step:

1. \*Your First and Last name and Social Security Number will automatically populate; however, you should verify that the data are correct.
2. Gender: Select "Male" or "Female" as appropriate.
3. \* Enter your email address – you will be prompted to enter this twice for verification purposes, do not copy and paste. DTS is an email-driven program it is particularly important that you enter your correct NRL email address.
4. \* Enter your mailing address - you will notice a magnifying glass icon located next to the State/Country portion of your mailing address, you **must** click on this icon to populate your State/Country. Once you click on the icon type in your two digit state code (i.e. VA for Virginia) on the "code" line, then click "OK", this will bring up an information box, in this box click on

your state. Note: You will be asked if your mailing address is the same as your Residence Address; if you answer “No” you will be prompted to enter your residence address under the Additional Information section later in the registration process.

5. \* Required Work Information

- You will choose either Civilian/Military
- Choose your Title/Rank (NRL civilian employees will choose “other” as NRL pay grades are not listed in DTS.)
- Tech Status will default to “No” – this refers to Aircrew Status - NRL employees will leave as “No”.
- Organization – click on magnifying glass icon to populate this field.
  - Service/Agency: select “United States Navy.
  - Type: Will automatically populate with “US”
  - State: Select “District of Columbia”, this will refresh your page and a new line called “site” will appear, select “Washington”. Click “OK”
    - This will bring you to an alphabetical listing of organizations – scroll through the pages by selecting “NEXT” until you find “Naval Research Laboratory, (NRL) and your appropriate division code (e.g. Naval Research Laboratory Code 3300)”. .
    - Click “Select”.

6. \* Service/Agency of Assignment

The information recorded during Step 5 will automatically populate the following blocks under this section:

- Office Street 1
- Office Street 2
- City
- State/Country
- Time zone
- Emergency Contact Name (This refers to the central NRL Travel Office emergency point of contact (POC))
- Emergency Contact Phone Number (This refers to central NRL Travel Office emergency POC)
- Work hours: The refers to regular hours worked per day and will default to “8” but you can change to reflect the correct daily average hours worked if you are a part time employee.

7. \* Electronic Funds Transfer (EFT) Data

- Select “Checking” or “Savings” depending on the type of account you designate for the EFT of your travel reimbursement payment.
- Bank Routing Number: enter the 9 digit code (do not use dashes/hyphens) of your financial institution.
- Account Number: enter your appropriate account number; note you will be required to enter it twice

8. \* Government Charge Card (GOVCC)

Note: At this time you must have a GOVCC to utilize DTS at NRL.

- Advance Authorization: select "Card Holder".
- Account Number: Enter your GOVCC Account Number (all GOVCC account numbers begin with 4486)
- GOVCC Exp. Date: Using the calendar icon to populate this block, select the last day of the expiring month from the calendar (the expiration date of your GOVCC is in the format of MM/YYYY, but is defaulted to the last day of the expiring month).

9. \* Additional Information

- The information recorded in Step 6 will automatically populate the following fields:
  - Printed Organization
  - Present Duty Station
  - Organization Email (this will correctly default to NRL's central DTS email address, help\_dts@nrl.navy.mil.
  - Unit ID (UIC/RUC/PASSCODE)
- Miles from Office to Airport: Leave this block blank since NRL-DC employees utilize three airports (Reagan, Dulles and/or BWI).
- Office Phone: Please note that this information will be incorrectly populated; you must correct it to your correct information.
- Office Fax: Please note that this information will be incorrectly populated; you must correct it to your correct information.
- Office Mail Stop: Enter your Division/Department Code, e.g., "Code 3300"

10. Passport Information (If you do not have a passport you may skip to Step 11).

The information in this section is optional, and is only used for record purposes.

- Official (No-Fee) Passport Information
- Regular (Tourist) Passport Information

11. \* Scroll to the bottom of the page and click "SAVE AND PROCEED"

This will bring you to the Residence Address Section. If your residence address is different from the mailing address you entered earlier, you must complete this section. If your residence address and your mailing address are the same then the only data you are required to enter is "Residence Phone" (enter your residence/personal telephone number with area code).

12. Air Travel Preference: The information in this section is optional but will be considered when making airplane ticket reservations. If you have special needs you may choose to complete this section.

13. Frequent Flyer: If you are a frequent flyer you may choose to enter your information here. If you do not enter here you will be able to enter your frequent flyer information for each TDY that requires airline reservations in DTS.

14. Lodging Preferences: The information in this section is optional but will be considered when making lodging reservations. If you have special needs you may choose to complete this section.

15. Rental Car Preferences: The information in this section is optional but will be considered when making rental car reservations. If you have special needs you may choose to complete this section.

16. Smoking Preference: Indicate whether you are a smoker/prefer the smoking section as “yes” or that you are a non-smoker/do not want to be in the smoking section as “no.” This is just information as you are typically provided the opportunity to select smoking/non-smoking hotel rooms when making specific reservations.

17. \*Scroll to the bottom of the page and click “SAVE AND PROCEED”  
If you entered any information in the incorrect format or left a mandatory field blank you will be prompted to correct at this point. Otherwise, the following prompt will appear: “You are going to submit the travel profile to the DTA.” Click “Submit” and your information/profile will be submitted for review/acceptance by the DTS and NRL Travel Office.

***THANK YOU.....and WELCOME ABOARD!***

## Common Pre-Audit Flags

DTS Flag	DTS Description	Detailed Description	Suggested justification(s) to Approving Official
ACCT CODES INVALID	ACCT CODE(S) ENTERED NOT VALID IN MASTER LIST. SEE FINANCE DEFENSE TRAVEL ADMINISTRATION (FDTA) FOR ASSISTANCE.	When job order numbers are entered in the accounting module, DTS creates an audit flag. The Justification to Approving Official box automatically populates with the job order number entered and therefore no additional justification is needed.	08 TDY FIELDS CHANGED: CC:558369B7521 No entry required from traveler
MULTIPLE RESIDENCE ON DATE	MUST JUSTIFY MULTIPLE LOCAL TRAVEL TO/FROM RESIDENCE ON SAME DAY	This flag will populate when the traveler claims round trip mileage leaving from and returning to their residence. This is a known system error.	PERFORMED ROUND TRIP LOCAL TDY LEAVING FROM AND RETURNING TO RESIDENCE.
LOCAL TRAVEL EXPENSE	<DATE> - 1POC EXCEEDS THRESHOLD - \$<AMT>	DTS establishes thresholds for certain expenses. The threshold for one POC (Personally Owned Conveyance) expense is \$50.00	AMOUNT REFLECTS ACTUAL MILES DRIVEN IN POC.
ACCT# CHANGED BY CTO	THE AIR/RAIL FORM OF PAYMENT/ACCOUNT NUMBER CHARGED BY CTO IS DIFFERENT THEN THE FORM OF PAYMENT/ACCOUNT NUMBER SPECIFIED IN THE AUTHORIZATION	When the CTO creates a traveler's PNR (Passenger Number Request), the agent copies and pastes the traveler's GOVCC account number into the record which will sometimes trigger this audit flag. This is a known system error.	DTS SYSTEM ERROR
DFLT PMT METHOD NOT SELECTED	AIR FARE (GOVCC-I) ON <DATE> HAS PMT METHOD OF GOVCC - INDIVIDUAL NOT USING DEFAULT PAYMENT OF CENTRAL BILL	This flag populates when a traveler's GOVCC account expires and the NRL DTS help desk updates the new expiration date in the members profile after the authorization has been created.	ITEM FLAGGED IS DTS ERROR - DEFAULT PAYMENT METHOD FOR ALL TRANSPORTATION CHARGED IS GOVCC - INDIVIDUAL
ADD GOVCC-INDIVIDUAL AMOUNT	ADD GOVCC - INDIVIDUAL AMOUNT	This flag populates when the traveler adds additional reimbursement to their GOVCC account, usually to reimburse the GOVCC for meals charged.	REIMBURSING GOVCC FOR EXPENSE CHARGED
ADD GOVCC-INDIVIDUAL ATM	ADD GOVCC-INDIVIDUAL ATM	This flag populates when the traveler reimburses their GOVCC account for money withdrawn from an ATM (cash advance).	REIMBURSING GOVCC AMOUNT OF CHAS WITHDRAWN FROM ATM TO COVER TDY EXPENSES
LESS PREV PMTS TO GOVCC (BY TRAVELER)	ATO PAID BY TRAVELER	This flag populates when a traveler deducts reimbursement to their GOVCC account.	(1) REDISTRIBUTING THE REIMBURSEMENT TO THE GOVCC, CURRENTLY HAVE A CREDIT BALANCE; OR (2) REDISTRIBUTING THE REIMBURSEMENT TO THE GOVCC, USED PERSONAL CREDIT CARD TO COVER EXPENSE.